

Town of West Yellowstone

Tuesday, September 16, 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.

PUBLIC HEARING – 6:00 PM

The Planning Board for the Town of West Yellowstone will conduct a public hearing on the review of the current Growth Policy. The Planning Board has reviewed the Growth Policy and is recommending no changes except the addition of the Housing Strategy document as an addendum. The current Growth Policy and Housing Strategy may be accessed on the Town's website: townofwestyellowstone.com.

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7007 to Titan Machinery, snow blower for John Deere Tractor, \$12,500.00

Claims

Business License Applications: Yellowstone Gathering Place, nightly rental

Minutes: September 2, 2025 Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Growth Policy Update	Discussion/Action
Marketing and Promotions Fund Award Recommendation <ul style="list-style-type: none">▪ Yellowstone Ski Festival 2025, \$13,800	Discussion/Action
Streetlight Installation Contractor Bid Recommendation	Discussion/Action
SCADA Programming Recommendation (Wastewater Treatment Plant operation)	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 OF WEST YELLOWSTONE

PUBLIC HEARING West Yellowstone Planning Board Growth Policy Update

NOTICE IS HEREBY GIVEN that the Planning Board for the Town of West Yellowstone will conduct a Public Hearing on **September 16, 2025** on the review of the current Growth Policy. The Planning Board has reviewed the Growth Policy and is recommending no changes except to add the Housing Strategy document as an addendum.

Complete copies of the Growth Policy and Housing Strategy are available on the Town's website, townofwestyellowstone.com or at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT or by email at eroos@townofwestyellowstone.com. The public hearing will be held before the regular Town Council Meeting at **6:00 PM** on **September 16, 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



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via

Order No. **7007**

Department

Roads & Streets Dept

TO: TITAN Machinery

ADDRESS: 95 Airport Road

Rexburg Idaho 83440

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Schutte Industries LLC SBX-87 Blower
	Snow Blower
	For John Deere 5055 Tractor

Estimated Cost \$ 12,500.00

Requested By:

Accounting Code

~~IT~~

Authorized By:

VENDOR COPY - White OFFICE COPY - Canary

Approved By:





09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 1 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
52682		266 Utilities Underground Location	42.00					
	5085387	08/31/25 excavation notifications	42.00		SEWER	5310 430600	340	101000
52683		2264 MORNING GLORY COFFEE & TEA	42.50					
	319153	08/26/25 Dispatch coffee	42.50		DISP	1000 420160	220	101000
52684		2575 WY Tourism Business Improvement	96,489.78					
	08/31/25	Collections in August 2025	96,489.78		TBID	7202 411800	540	101000
52685		151 Gallatin County WY TS/Compost	1,372.00					
	08/31/25	Household waste	1,372.00		PARKS	1000 460430	534	101000
52686		2088 Town West Yellowstone	1,392.83					
	08/31/25	utility chrgs, Chamber, 895	253.83		BLDGS	1000 411257	340	101000
	08/31/25	utility chrgs, UPDL, 892	131.87		BLDGS	1000 411252	340	101000
	08/31/25	utility chrgs, PS Shops, 884	58.73		BLDGS	1000 411253	340	101000
	08/31/25	utility chrgs. Povah Ctr, 887	301.09		BLDGS	1000 411255	340	101000
	08/31/25	utility chrgs, Police Dept, 886	74.28		BLDGS	1000 411258	340	101000
	08/31/25	utility chrgs, City Park, 885	222.25		BLDGS	1000 411253	340	101000
	08/31/25	utility chrgs, Library, 891	77.86		LIBBLD	1000 411259	340	101000
	08/31/25	utility chrgs, Twn Hall, 921	272.92		TWNHAL	1000 411250	340	101000
52687	E	2673 First Bankcard	459.24					
	08/19/25	Extension localGovThompson	35.00		FINADM	1000 410510	380	101000
	08/21/25	SumRecMORAdventure	378.00		SUMREC	1000 460449	871	101000
	09/01/25	Supplies	29.99		FINADM	1000 410510	220	101000
	08/27/25	Postage	16.25		FINADM	1000 410510	311	101000
52688	E	2673 First Bankcard	1,116.03					
	08/05/25	Copier fees	56.64		LIBRY	2220 460100	398	101000
	08/07/25	Books	11.85		LIBRY	2220 460100	215	101000
	08/07/25	Postage	12.48		LIBRY	2220 460100	311	101000
	08/08/25	Books	9.99		LIBRY	2220 460100	215	101000
	08/08/25	Supplies	19.47		LIBRY	2220 460100	220	101000
	08/11/25	Books	20.08		LIBRY	2220 460100	215	101000
	08/12/25	Books	547.44		LIBRY	2220 460100	215	101000
	08/15/25	Supplies	75.60		LIBRY	2220 460100	220	101000
	08/15/25	Books	16.99		LIBRY	2220 460100	215	101000
	08/18/25	Supplies	81.96		LIBRY	2220 460100	220	101000
	08/18/25	Books	105.04		LIBRY	2220 460100	215	101000
	08/18/25	Supplies	4.42		LIBRY	2220 460100	220	101000
	08/23/25	Supplies	61.73		LIBRY	2220 460100	220	101000
	08/30/25	Supplies Credit	-3.00		LIBRY	2220 460100	220	101000
	08/25/25	Books	15.35		LIBRY	2220 460100	215	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 2 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
	08/27/25	Books	79.99		LIBRY	2220 460100	215	101000
52689		2546 Century Link QCC	18.01					
	748826458	08/24/25 long dist chg 406-646-7600	18.01		DISPAT	1000 420160	345	101000
52690		73 Westmart Building Center	2,017.73					
	08/27/25	Street Supplies	1,135.33		STREET	1000 430200	220	101000
	08/27/25	Street small Equipment	54.13		STREET	1000 430200	212	101000
	08/27/25	Street Sign Supplies	152.15*		STREET	1000 430200	368	101000
	08/27/25	Street Repair Vehicle	41.78		STREET	1000 430200	361	101000
	08/27/25	Sewer SmItemEquip	35.63		SEWER	5310 430600	212	101000
	08/27/25	Sewer Supplies	40.83		SEWER	5310 430600	220	101000
	08/27/25	Library building supplies	17.06		LIBRY	1000 411259	220	101000
	08/27/25	Town Hall Supplies	15.83		TWNHLL	1000 411250	220	101000
	08/27/25	Povah Supplies	9.49		POVAH	1000 411255	220	101000
	08/27/25	Parks fuel	97.98		PARKS	1000 460430	231	101000
	08/27/25	Parks Supplies	97.47		PARKS	1000 460430	220	101000
	08/27/25	Parks sm Items of equip	106.26		PARKS	1000 460430	212	101000
	08/27/25	Cemetery	154.45		CEMTRY	2240 430900	365	101000
	08/27/25	Clinic Sm Item Equip	56.50		CLINIC	1000 411251	212	101000
	08/27/25	Learning Center supplies	2.84		LRNCTR	1000 411254	220	101000
52692		2952 DIS Technologies	902.50					
	17197	09/05/25 Monthly Managed IT	902.50		IT	1000 410580	355	101000
52693		3398 CentralSquare Technologies, LLC	15,631.02					
	446054	09/08/25 911 Annual Subscription	15,631.02		911	2850 420750	398	101000
52694	E	2673 First Bankcard	2,977.33					
	08/05/25	Adobe Credit	-12.58		POLICE	1000 420100	870	101000
	08/07/25	USPS Postage	9.89		POLICE	1000 420100	311	101000
	08/08/25	Expedia travel	120.43		POLICE	1000 420100	370	101000
	08/09/25	Adobe Credit	-17.41		POLICE	1000 420100	870	101000
	08/09/25	Adobe Credit	-22.99		POLICE	1000 420100	870	101000
	08/13/25	Adobe	19.99		POLICE	1000 420100	870	101000
	08/14/25	Dropbox	2,880.00		POLICE	1000 420160	216	101000
52695		2558 Hebgen Basin Fire District	57,536.96					
	09/01/25	September 2025	49,753.67		FIRE	1000 420400	357	101000
	09/01/25	September 2025	7,783.29		FIRE	1000 420400	140	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 3 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
52696	E	2673 First Bankcard	1,702.33					
	08/06/25	Social SuppliesSMItemequip	-21.24		SOCSER	1000 450135	212	101000
	08/07/25	Social SuppliesSmitemequip	15.49		SOCSER	1000 450135	212	101000
	08/08/25	Sum Rec	22.54		SUMREC	1000 460449	220	101000
	08/09/25	Sum Rec Entrancefeerefund	-100.00		SUMREC	1000 460449	871	101000
	08/13/25	Monthly SubscriptionaCanva	24.00		HELP	7010 450135	220	101000
	08/15/25	SumRecEntrance fees	943.00		SUMREC	1000 460449	871	101000
	08/15/25	SumRecEntrance fees	253.00		SUMREC	1000 460449	871	101000
	08/21/25	Help fund supplies	77.95		HELP	7010 450135	220	101000
	08/24/25	Help fund supplies	138.58		HELP	7010 450135	220	101000
	08/25/25	Help fund supplies	23.99		HELP	7010 450135	220	101000
	08/26/25	Help fund supplies	30.00		HELP	7010 450135	220	101000
	08/26/25	Help fund supplies	136.25		HELP	7010 450135	220	101000
	08/27/25	Help fund supplies	12.59		HELP	7010 450135	220	101000
	08/27/25	Social Service Supplies	5.49		SOCSER	1000 450135	220	101000
	08/28/25	SelfCareFair Supplies	22.76		HELP	7010 450135	790	101000
	08/29/25	Training	12.99		SOCSER	1000 450135	380	101000
	08/30/25	SelfCare Fair Supplies	104.94		HELP	7010 450135	790	101000
52697		2952 DIS Technologies	745.00					
	17200 09/05/25	Monthly IT	745.00		IT	1000 420160	398	101000
52698	E	2673 First Bankcard	1,870.12					
	08/06/25	Police Uniforms	1,910.00		POLICE	1000 420100	226	101000
	08/14/25	Dropbox Credit	-49.61		DSPTCH	1000 420160	398	101000
	08/17/25	Dispatch Supplies	9.73		DSPTCH	1000 420160	220	101000
52699		2852 Blackfoot Communications	1,998.35					
	09/01/25	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	09/01/25	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	09/01/25	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	09/01/25	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	09/01/25	646-7311, social services	20.00		SOCSRV	1000 450135	345	101000
	09/01/25	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	09/01/25	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	09/01/25	646-7609, public works	42.27		PUBSVC	1000 430200	345	101000
	09/01/25	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	09/01/25	646-7715, povah center	25.05		POVAH	1000 411255	345	101000
	09/01/25	646-7795, town hall	232.37		TWNHAL	1000 411250	345	101000
	09/01/25	646-7845, court clerk	22.35		COURT	1000 410360	345	101000
	09/01/25	646-9017, library	44.05		LIBRAR	2220 460100	345	101000
	09/01/25	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	09/01/25	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	09/01/25	ethernet, povah center	146.26		POVAH	1000 411255	345	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 4 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
	09/01/25	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	09/01/25	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	09/01/25	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	09/01/25	602-4909, town hall judge	14.58		COURT	1000 410360	345	101000
	09/01/25	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	09/01/25	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/25	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/25	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	09/01/25	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	09/01/25	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/25	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/25	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/25	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	09/01/25	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	09/01/25	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	09/01/25	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	09/01/25	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	09/01/25	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
52701	E	2964 CITI CARDS	1,478.41					
	08/09/25	RedLion-KalispellConferWalker	832.48		ADMIN	1000 410210	370	101000
	08/15/25	Adobe Acrobat	239.88		ADMIN	1000 410210	220	101000
	08/19/25	FoodRoundupTC	24.75		LEGIS	1000 410100	220	101000
	08/19/25	ExtensionLocalGovWhite	50.00		ADMIN	1000 410210	380	101000
	08/19/25	ErniesTC	130.20		LEGIS	1000 410100	220	101000
	09/02/25	FireholeBBQTC	201.10		LEGIS	1000 410100	220	101000
52702		2 Forsgren Associates P.A.	45,936.00					
	125403 08/25/25	WWTP	45,936.00		WWTP	5320 430640	951	101000
52707		2845 Kasting, Kauffman & Mersen, PC	3,105.00					
	09/02/25	Legal Fees	3,105.00		LEGAL	1000 411100	352	101000
52709	E	2673 First Bankcard	539.05					
	08/15/25	Park supplies	19.07		PARKS	1000 460430	220	101000
	08/27/25	Sewer sm Item equip	519.98		SEWER	5310 430640	212	101000
52710	E	2789 WEX Bank	4,505.85					
	08/31/25	10 JD Backhoe 310SJ	132.98		STREET	1000 430200	231	101000
	08/31/25	91 Ford 6-582	120.36		STREET	1000 430200	231	101000
	08/31/25	Larue D55 SnowBlower	0.00		STREET	1000 430200	231	101000
	08/31/25	Grader	0.00		STREET	1000 430200	231	101000
	08/31/25	14 Water Truck	150.26		STREET	1000 430200	231	101000
	08/31/25	2010 JD 772 Grader	0.00		STREET	1000 420100	231	101000
	08/31/25	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 5 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
	08/31/25	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	08/31/25	08 GMC Pickup 6-1484	268.52		STREET	1000 430200	231	101000
	08/31/25	JD Loader 624P	181.44		STREET	1000 430200	231	101000
	08/31/25	08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	08/31/25	08 904B MiniLoader	60.66		STREET	1000 430200	231	101000
	08/31/25	15 Ford F-250	177.32		STREET	1000 430200	231	101000
	08/31/25	18 2018 Dodge Ram-PW	90.14		STREET	1000 430200	231	101000
	08/31/25	18 Dodge Ram-Police	577.17		POLICE	1000 420100	231	101000
	08/31/25	19 Dodge Durango PD	0.00		POLICE	1000 420100	231	101000
	08/31/25	Multi-Use Vehicle - Sienna	83.05		WATER	5210 430500	231	101000
	08/31/25	Multi-Use Vehicle - Sienna	20.57		POLICE	1000 420100	231	101000
	08/31/25	06 Dodge Durango 6-2010	318.85		STREET	1000 430200	231	101000
	08/31/25	Dumptruck	0.00		STREET	1000 430200	231	101000
	08/31/25	15 Sweeper 6-1151	365.12		STREET	1000 430200	231	101000
	08/31/25	'00 FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000
	08/31/25	'14 Ford Intercep	0.00		POLICE	1000 420100	231	101000
	08/31/25	PD Dodge Ram#1	0.00		POLICE	1000 420100	231	101000
	08/31/25	PD Dodge Ram#2	0.00		POLICE	1000 420100	231	101000
	08/31/25	01 Frht truck #1	0.00		STREET	1000 430200	231	101000
	08/31/25	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	08/31/25	19 Dodge 5500	69.72		STREET	1000 430200	231	101000
	08/31/25	'17 Chevy 3/4 ton white	205.69		STREET	1000 430200	231	101000
	08/31/25	'17 Chevy 3/4 ton white	0.00		SEWER	5310 430600	231	101000
	08/31/25	'13 Chevy 3500	211.61		STREET	1000 430200	231	101000
	08/31/25	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	08/31/25	Pickup 6-1450	73.92		STREET	1000 430200	231	101000
	08/31/25	2022 Ford F-150 Police	261.96		POLICE	1000 420100	231	101000
	08/31/25	Tractor	43.48		STREET	1000 430200	231	101000
	08/31/25	2010 Ford Exped6-000046	30.56		HELP	7010 450135	231	101000
	08/31/25	SS Blower Green	169.56		STREET	1000 430200	231	101000
	08/31/25	24 Police F-150 #1 PD23502	100.32		POLICE	1000 420100	231	101000
	08/31/25	24 Police F-150 #2 PD63144	133.24		POLICE	1000 420100	231	101000
	08/31/25	Police F-150 Blue64373	659.35		POLICE	1000 420100	231	101000
52712		95 NorthWestern Energy	900.77					
	09/02/25	nat gas 4295437-0 UPDL	112.85		UPDH	1000 411252	344	101000
	09/02/25	nat gas 4295438-8 Police	27.34		POLBLD	1000 411258	344	101000
	09/02/25	nat gas 425439-6 WY BuldDept	23.97		STREET	1000 430200	344	101000
	09/02/25	nat gas 4295447-9 Povah	426.51		POVAH	1000 411255	344	101000
	09/02/25	nat gas 4295466-9 Library	20.59		LBRY	1000 411259	344	101000
	09/02/25	nat gas 4295628-4 OldFirehall	22.28		PARK	1000 460430	344	101000
	09/02/25	nat gas 4295822-3 Iris Lift St	39.14		SEWER	5310 430600	344	101000
	09/02/25	nat gas 4295935-3 Mad Add Sew	20.59		SEWER	5310 430600	344	101000
	09/02/25	nat gas 4295947-8 PW Shop	79.68		STREET	1000 430200	344	101000
	09/02/25	nat gas 4295675-5 TwNHll	127.82		TWNHLL	1000 411250	344	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 6 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
52714		3524 Greater Yellowstone Cleaning	3,184.00					
	242 09/10/25	Town Hall Cleaning 8/25	1,075.00		TWNHLL	1000 411250	357	101000
	242 09/10/25	Library Cleaning 8/25	657.00		LIBRY	1000 411259	357	101000
	242 09/10/25	Povah Cleaning 8/25	1,320.00		POVAH	1000 411255	350	101000
	242 09/10/25	Rendezvous Cleaning 8/25	132.00		RENDEZ	1000 411256	350	101000
52743		3507 OA Promotions	1,500.00					
	09/02/25	RefundEventRTBond	1,500.00		RT	2100 214000		101000
52744		2099 Quick Print of West Yellowstone	231.30					
	21166 08/11/25	Supplies	47.31		STREET	1000 430200	220	101000
	21196 08/18/25	Supplies	11.44		STREET	1000 430200	220	101000
	21249 08/26/25	Supplies	18.55		STREET	1000 430200	220	101000
	21254 08/27/25	Supplies	110.00		STREET	1000 430200	220	101000
	21281 09/03/25	Self-CareFair Flyers	44.00		HELP	7010 450135	790	101000
52745		3192 Floyd's Truck Center	181,290.00					
	DE-01714 08/22/25	2021FreightlinerUsed	181,290.00		STREET	4000 430200	940	101000
52746		1614 Idaho Traffic Safety, Inc.	8,500.00					
	197180 09/03/25	ParkingLotStriping	8,500.00*		STREET	1000 430200	368	101000
52747		764 General Distributing Co.	92.75					
	1544253 08/31/25	Welding Supplies	92.75		STREET	1000 430200	231	101000
52748		3437 T-Mobile	25.31					
	23 08/31/25	Connected Divices	25.31		TWNHLL	1000 411250	345	101000
52749		3350 Mid-American Research Chemical	1,389.23					
	857897 08/28/25	Park Supplies	258.45		PARKS	1000 460430	220	101000
	857896 08/28/25	Sewer Supplies	1,130.78		SEWER	5310 430600	220	101000
52750		254 Firehole Fill Up/Economart	15.60					
	1730846 08/11/25	Propane	15.60		STREET	1000 430200	231	101000
52751		3523 Sunflower Peak Planning	3,047.50					
	25-002 08/01/25	80 Acres Planning	1,696.25		80ACRE	4030 430630	354	101000
	25-002 08/01/25	Planning	1,351.25		PLNNG	1000 411000	354	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 7 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
52752		1331 West Yellowstone Foundation	10.00					
	08/30/25	Bus Voucher	10.00		HELP	7010 450135	370	101000
52753		135 Food Roundup	82.62					
	08/31/25	Sum Rec Supplies	82.62		SUMREC	1000 460449	220	101000
52754		3486 Assoc.of Resort Tax	2,750.00					
	09/05/25	FY26AnnualMembership	2,750.00		ADMIN	1000 410210	335	101000
52755		1 First Security Bank of BZN, Div	184,662.29					
	0011800639 09/05/25	PayoffLittleRangersLrngPri	183,583.42		PRINLR	1000 490500	610	101000
	0011800639 09/05/25	PayoffLittleRangersLrngInt	1,078.87		INTLR	1000 490500	620	101000
52756		674 Karst Stage	1,879.50					
	4981 08/08/25	SumRecLewis&ClarkCaverns	939.75		SUMREC	1000 460449	319	101000
	4980 08/12/25	SumRecBigSky r	939.75		SUMREC	1000 460449	319	101000
52757		291 Dorsey & Whitney LLP	25,000.00					
	4109162 08/29/25	Legal Services WWTP	25,000.00		WWTP	5320 430640	951	101000
52758		3261 Targhee Services	267.95					
	25 09/08/25	PoliceVehicle Repairs	267.95		STREET	1000 430200	361	101000
52759		2958 SHI International Corp	301.00					
	18697075 08/16/25	Computer Supplies	301.00		DSPTCH	1000 420160	216	101000
52760		2500 Black Mountain Productions	8,000.00					
	SFRTow25 09/08/25	Music in the Park 2026	8,000.00		LEGIS	1000 410100	870	101000
52761		547 WY Chamber of Commerce	15,000.00					
	FW-Tow25 09/08/25	Supportfor2025Fireworks	15,000.00		LEGIS	1000 410100	870	101000
52762		547 WY Chamber of Commerce	50,000.00					
	VIC-Tow25 09/08/25	VICStaffingSupport25-26	50,000.00		LEGIS	1000 410100	870	101000
52763		3416 Desert Inn	114.00					
	2432 09/03/25	Lodging Voucher	114.00		HELP	7010 450135	370	101000
52764		2932 OverDrive, Inc.	1,312.30					
	1526252095 07/01/25	Content Purchases	1,312.30		LIBRY	2220 460100	398	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 8 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
52765		2500 Black Mountain Productions	9,317.13					
	26-02-2	08/26/25 MusicInthe Park 2025	9,317.13		MAP	2101 410130	398	101000
52766		1454 Bozeman Daily Chronicle/Big Sky	93.00					
	671504	09/04/25 PlanningBoardGrowthPolicyupdat	60.00		ADMIN	1000 410210	327	101000
	665974	09/02/25 PublicBudgetHearingFY25-26	33.00		ADMIN	1000 410210	327	101000
52767		547 WY Chamber of Commerce	6,612.16					
	Towy082025	08/29/25 July 2025 Cleaning&Supplie	3,943.24		CHMBR	1000 411257	357	101000
	Towy092025	09/10/25 August 2025 Cleaning&Suppl	2,668.92		CHMBR	1000 411257	357	101000
52768		3527 Torgerson's Equipment	360,357.25					
	328874	09/10/25 Trail KingTrailer	39,619.45		STREET	4000 430200	940	101000
	9872267	09/10/25 Snow Bladefor WheelLoader	20,100.00		STREET	4000 430200	940	101000
	511238	09/10/25 CaseWheelLoader	298,152.80		STREET	4000 430200	940	101000
	563387	08/03/25 Plate Compactor	2,485.00*		STREET	1000 430200	533	101000
52769		3236 Nubia Allen	75.00					
	09/09/25	Spanish Interpreter	75.00		COURT	1000 410360	350	101000
52770		999999 MANUEL FRAGATA	85.00					
	09/09/25	Exonerated Bond-Fragata	85.00		COURT	7469 212401		101000
52771		3241 Bridger Analytical Lab	330.00					
	2509221	09/11/25 Water testing fees	330.00		WATER	5210 430500	348	101000
52772		999999 TYLER HOLMES	300.00					
	09/09/25	Exonerated Bond - Fragata	300.00		COURT	7469 212401		101000
52773		999999 YUEJIAO HUANG	120.00					
	09/10/25	Refund Sum Red week	120.00		SUMREC	1000 346051		101000
52774		1140 Sagebrush Floral	160.00					
	995422&25	07/15/25 Arrangements for Helene	160.00		DSPTCH	1000 420160	870	101000
52776		3214 Axon Enterprise, Inc.	25,177.46					
	372896	09/01/25 AxonBodyCamera Bundle	25,177.46		POLICE	1000 420100	946	101000
52777		2614 Clair & Dee's Operations, LLc	312.18					
	5007793	08/15/25 Repairs Equipment	312.18		STREET	1000 430200	369	101000

09/12/25
11:17:11

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/25

Page: 9 of 10
Report ID: AP100

For dates posted from 09/03/25 to 09/12/25, 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
52778		40 Jerry's Enterprises	411.79					
	08/14/25	Gas Voucher	60.00		HELP	7010 450135	231	101000
	08/07/25	Gas Voucher	60.00		HELP	7010 450135	231	101000
	08/07/25	Gas Voucher	20.00		HELP	7010 450135	231	101000
	08/15/25	Gas Voucher	60.00		HELP	7010 450135	231	101000
	08/28/25	Fuel	264.52		STREET	1000 430200	231	101000
	08/31/25	Fuel credit	-52.73		STREET	1000 430200	231	101000
		# of Claims	59	Total:				1134,785.13
		Total Electronic Claims	14,648.36	Total Non-Electronic Claims				1120136.77



Town of West Yellowstone Business License Application

Business Name: Yellowstone Gathering Place
 Applicant: David & Jennifer Martinez
 Contact Person: Dave or Jenn
 Mailing Address: PO Box 135 West Yellowstone MT 59758
 Physical Address of Business: 33 Iris St Unit 4, West Yellowstone MT 59758
 Phone Number: 406 570 7154 Fax Number: _____
 Email Address: yellowstonegatheringplace@gmail.com Website: _____

Signature of Property Owner of Record: _____

Subdivision: Old town
 Block: 22 Lot: 7

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.

1 Nightly Rental Condo

Business License Fee: \$ 53.00 ^{ft}
 Resort Tax Bond: \$ 500.00

Signature of Applicant _____

Total Amount Due: \$ 553.00

Signature of Applicant _____

Date 9/11/25

FOR OFFICE USE ONLY

Date Approved: _____ Town Council Administration _____
 Date _____ Check # _____ Amount \$ _____ License # _____
 SCN _____ BLP _____ STX _____ RDX _____

11/25 - Requested parking site plan - ER Received 9/12/25 ER

**Town of West Yellowstone
Town Council Meeting
September 2, 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, Town Attorney Jane Mersen is present virtually by Zoom, Head Librarian Michele Desrochers, Assistant Librarian Megan Mentzer, Social Services Director Dianna Hansen, Brock Wilson, Kayla Wilson, Fire Chief Shane Grube, Greg Forsythe

Jan Neish-Island Park News,

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

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

WORK SESSION

Mayor McBirnie calls the meeting to order. Town Manager Dan Walker explains the proposed changes to the current staffing plan. A memo is included in the packet explaining the proposed changes. The first change is to increase the staffing for one of the Staff Librarian positions from $\frac{3}{4}$ time to full-time. They are also proposing to increase the position of Social Services Assistant from $\frac{3}{4}$ time to full time. In the Public Services Department, the proposal is to eliminate the Deputy Director for Water & Sewer Services. Jon Brown, the Town's licensed Water and Sewer operator and current holder of that position, is interviewing this week for the position of Public Services Director. Assuming that works out, they will increase the number of water and sewer operators to two. In the future, they may create a Lead Operator position. The net cost of the proposed changes is plus or minus \$2800 over the year, based on overtime costs. Jon Brown explains his plan to train and license all of the staff in the Public Services Department. Operators that obtain their water and sewer licenses are eligible to receive an extra \$1.00 per hour once they reach Journeyman status. The Council discusses the effect of the proposed changes on the budget and considers each one individually. Griffith comments that she supports the proposed changes to the staffing at the Library and Public Services, but does not support the Social Services proposal. The Council discusses the proposed changes.

Finance Director Katie Thompson addresses the Council to present a final review of the FY 2026 budget. Thompson highlights the most recent updates to the budget document. She notes the special budget requests that were submitted to the Town earlier this summer including funding for the \$25,000 to support the WY foundation bus, \$12,000 for Music in the Park, \$14,000 for pickleball courts, staffing for the Visitors Information Center for \$50,000, fireworks contribution \$15,000, bathroom maintenance at the Chamber building for \$33,000. She notes that the budget has been adjusted to include the proposed staffing plan updates as described earlier. The Parks & Rec Advisory Board is working on a RFP to develop a master parks plan, estimated to cost up to \$20,000. She points out that they are budgeting to pay off the loan for the Little Rangers Learning Center, a loan that is set at a variable rate and the rate has recently increased. There is approximately a year and half left on that loan. They still have an outstanding loan for the 80 Acres purchase. She notes that the MAP Fund reduced the amount they intend to distribute during this fiscal year from \$250,000 to \$200,000 based on the amount that was expended last year. She explains that the budget includes a new fund for community housing. She explains that this fund is for the purpose of providing a place to hold funding for a housing co-op or potential grant funding for housing. She explains that there is a Gallatin County Housing Impact Fund that they may be able to qualify for. The fund could be used for a revolving fund in the future. Thompson points out the equipment purchases they are planning for in the budget, which includes purchase and replacement of a wheel loader, dump truck, plow, and trailer. They are also budgeting for a new truck for Public Services and a police vehicle. Thompson points out the SCADA system to operate the wastewater treatment plant. Watt asks if it makes more sense to put the pickleball funding under capital projects. Thompson responds that she considers that but decided keeping it in the general fund to combine with the money that has been raised by the supporters made more sense. Griffith asks about property tax decrease, but Thompson explains

that property tax is still being worked out through Gallatin County. There were multiple appeals on the assessments this year. Griffith inquires about funding for the Fire Department. Thompson responds that they budgeted according to the contract, which does increase this year. Griffith asks what happens if they change that during the year. Thompson responds that as long as they don't overdraw a fund, they can make those changes. Griffith also inquires about snow removal costs. The Council asks various questions about the budget and how decisions about what to include in the budget were made. The work session is adjourned at 6:30 PM.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7003 to Torgerson's Equipment to purchase a new 821G2 Case Wheel loader for \$298,152.80. (Benike, Watt)
- 2) Motion carried to approve Purchase Order #7105 to Floyd's Truck Center to purchase a 2021 Freightliner SD122 dump truck for \$181,290.00. (Benike, Mathews)
- 3) Motion carried to approve Purchase Order #7005 to Torgerson's Equipment to purchase a Case HD-14 snow blade for the loader for \$20,100.00. (Benike, Watt)
- 4) Motion carried to approve Purchase Order #7107 to Torgerson's Equipment to purchase a Trail King TKT24LP trailer for \$39,619.45. (Benike, Mathews)
- 5) Motion carried to approve the claims, which total \$1,188,103.37. (Watt, Benike)
- 6) Motion carried to approve the minutes of the August 19, 2025 Town Council meeting and work session. (Watt, Benike) Griffith is opposed, motion passes.
- 7) Motion carried to approve the second reading of Ordinance No. 280, an ordinance that allows travel trailer parks in the E-2 zone as a conditional use. (Watt, Mathews)
- 8) Motion carried to approve the staffing plan as presented. (Watt, Benike) Griffith is opposed, motion passes.
- 9) Motion carried to approve Resolution No. 826, a resolution to establish a Special Revenue Housing Fund for the purpose of assisting the community with housing needs in the future. (Watt, Benike) Griffith is opposed, motion passes.
- 10) Motion carried to approve Resolution No. 827, a resolution setting the mill levy authorized for FY 2026 at 24.98 all purpose mill levy. (Watt, Benike)
- 11) Motion carried to approve Resolution No. 828, a resolution to adopt the FY 2026 municipal budget. (Watt, Mathews) Griffith is opposed, motion carries.

Public Hearing – FY 2026 Municipal Budget

Mayor Jeff McBirnie calls the hearing to order and reads the hearing notice. The hearing was noticed publicly, online, and in the Bozeman Chronicle. Greg Forsythe asks a question about revenue versus expenditures. Mayor indicates they will answer questions during the approval item later on the agenda. No other comments are received.

Public Comment Period

Greg Forsythe addresses the Council. Forsythe highlights the improvements made to the Town over the past 40 years, much of which was accomplished through the passage of the resort tax. He emphasizes that much of the success was accomplished by volunteer efforts. He questions why the Town has not supported the funding and construction of pickleball courts. He also questions funding for public safety such as police and fire. He also chastises the Council for social media comments.

Fire Chief Shane Grube addresses the Council and explains that he has pushed the creation of the Hebgen Basin Rural Resort Tax District. He says that he does not participate in social media and questions a comment made last week on social media by the Mayor. He explains that the tax as passed can be used to provide for fire, EMS, and medical services. There is an effort underway to add community enhancements to the approved use of the tax. He also explains that a board has been established to manage the tax and the Fire District will have to apply for funding from the board. He questions why the taxpayers of the community are funding the Fire District rather than by resort tax.

Lindsey Charlton also addresses the Council and reminds the Council that the quote they received from Koch's courts and that the company is scheduled through June of next year, so it would be great if they could make a decision on the pickleball courts as soon as possible.

Council Comments

Travis Watt mentions that Steve Larson passed away last week, a long-time resident. He also mentions that Ken Davis and Bill Howell are working on a history of the resort tax that they will share in the near future.

Lisa Griffith comments that she thinks it is problematic that the Town Manager sets the agenda for Town Council meetings. She asks members of the Local Government Study commission to consider that when preparing any recommendations for the Charter. Griffith emphasizes that it is the Town's responsibility to provide and protect infrastructure. She says she thinks they need to promote community and expenditures that benefit the community.

DISCUSSION

- 1) Brown explains the research he conducted to select a new loader to purchase, including warranty and trade-in value for the current CAT 938. He is confident that the Case loader selected is the best deal and the best fit for what they need.
- 2) Brown explains that it is really difficult to find used dump trucks that are worth having. He says he has personally looked over this truck and is confident it is a good deal and will be very useful, plus a really good trade-in value for one of the old Freightliners.
- 4) Brown explains that they have driven the backhoe out to the cemetery 14 times this summer, which is extremely dangerous to drive and they have been stopped by DOT twice. They have also incurred large costs transporting equipment for repairs and they feel strongly that they need a good trailer for these reasons.
- 6) Griffith notes that Chief of Police Chris Wigner was not present at the meeting as he had already resigned. The minutes will be corrected.
- 8) Griffith comments that she does not support increasing the Social Services Assistant position to full-time. She believes they should work on covering time using other employees. Benike says he is in favor of the changes and encourages Walker to make the best use of employee time. Hansen addresses the Council to backup her request to increase the hours for the Social Services Assistant. She says that they often deal with confidential issues that require privacy, which leaves the lobby unattended. She says that during the slower months, they spend a lot of time helping people file for unemployment and public assistance in addition to managing the food pantry and clothing bank. Griffith questions whether spending more money on Social Services is the most efficient use of taxpayer money.
- 9) Mathews says he has some concerns about managing the money and how it will be monitored, but that is to be determined in the future. Griffith says that she still has questions about what this means and thinks \$500,000 is a lot of money to put into a fund when it is unclear how it will be used. She thinks the use of the money should be defined. McBirnie says he thinks this is a good opportunity to solve the housing crises.

Walker says this step is to establish a tool. He says that adoption of the budget will set aside money, but that will all be defined in the future.

- 11) Watt notes that on page 15 of the budget, there is \$14,000 budgeted for pickleball courts and \$20,000 for a Parks Master Plan. Griffith notes that expenditures exceed revenue. Thompson explains that when there is money that is not expended, it is rolled over as cash for the next budget. Griffith asks if the funding for the pickleball courts is sufficient. Thompson responds that they budgeted the amount that was requested on behalf of the pickleball supporters, which is \$14,000. Griffith makes a secondary motion to remove the \$510,000 community housing fund, motion dies for lack of a second. Grube inquires how much rollover cash did the Town have this year. Thompson responds that they roughly rolled over \$6-\$7 million. Grube points out that the amount budgeted for the Fire Department is the same this year as last year. Thompson says that she noted that but since it is in the General Fund, they will be able to correct that.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker thanks finance Director Katie Thompson for her efforts putting together the budget. He says they received one internal application for Public Services Director and an interview will be held shortly. He reports that the Parks & Recreation Advisory Board will meet and issue an RFP in the near future. Walker mentions the easement through the 80 acres and they are working with the US Forest Service to relocate the easement. He says they will be meeting later this week to select a SCADA system to operate the Wastewater Treatment facility. He also mentions that they received an invitation to the dedication of the new wing at the Montana Community Foundation that will be named in honor of Arnie and Steffi Siegel. He also mentions a ribbon cutting and dedication of the Starlight Hotel on October 8, 2025.
- B) **Advisory Board Reports:** Parks & Rec will meet September 10, 2025. McBirnie reports that they had a Housing Coalition meeting last week and discussed the NRMEDD study and purchase of the Wagon Wheel apartments.

The meeting is adjourned at 8:30 PM.

Mayor

ATTEST:

Town Clerk

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 9/11/2025
Date: Thursday, September 11, 2025 2:52:46 PM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, September 11, 2025 2:47 PM
To: Jon Brown <jbrown@townofwestyellowstone.com>
Cc: Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet points 9/11/2025

Bullet Points 9/11/2025

- #1 Final inspection and occupancy certificate given for 517 DeLacey.
- #2 Concrete inspection for 50 N Hayden.
- #3 Fir Ridge Cemetery, marked/dug grave for cremains and burial.
- #4 Marked property lines and easement then answered fencing questions for Lewis Ave.
- #5 Property line pins found on Hayden St.
- #6 Working with contractors on getting pickle ball court bids.
- #7 Verbal warning to contractors for overnight camping in alley B and material stored in snow yard.
- #8 Cross walk and flashing signs encroachment's for HYW 20 and 191, Info gathering



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

Ktanner@townofwestyellowstone.com

Cell # 406-640-0141

Public works report

September 1st through 11th

RSCI is making great strides at the wastewater facility. They have almost completed the headworks south side building concrete sections and now working on the north building footing and wall structures, 16-inch aeration piping being installed all the weir structures and the seepage testing on the basins is now completed. The metal building west side siding is up and part of the installation installed. It is moving at record speed trying to get the building completed before winter hits so they can work through the winter and not have a winter shut down.

Crews are starting to work on the tree grates on canyon street this will be an ongoing project through October.

Public works department is starting to prep equipment for winter so we will be prepared. This requires some out-side help with repairs, we use Ben from Broad water mechanical for the help needed he is good and keeps the service rates down as much as possible.

Public works department is also stating to work on cleaning up and reorganizing our public works facilities to make it more efficient.

Crews have been working on street signage around town replacing old with new signs making it look much cleaner and cleaning all the graffiti through Town.

Garbage is finally slowing down and giving crew more time for other projects.

Working on updating the risk and resilience assessment and emergency response plans for the Town of west Yellowstone Water system required by the EPA.

Water Bacteria testing completed and the lab result have come back for the month of September perfect.

Getting ready for nitrate sampling and VOC- SOC from well #4 and whisky springs.

Crews have been cleaning out I/P cells and working on dewatering.

Wastewater flows are around 654,000 gallons per day water usage is 850,000 gallons per day.

Lift pump station maintenance/ blower repair and service work.

Crews are still working on lawns/ weed control and trimming throughout Town.

Had left over concrete for the wastewater project and have made some movable street sign post this looks much more professional than an old tire post and sign.

Working with TD&H engineering on the iris lift pump station and water modeling for the 80-acre design.

Created a four-person team to review the SCADA selection for the wastewater treatment facility there were seven competitive bids. This was tough the company's presented some very good proposals, I believe we have made a good choice. There will be more documentation attached in the packet on this matter.

Staff member Michel Njuyen has taken his level 2 water distribution license and will receive notification DEQ in a few weeks of outcome.

If you have any questions please contact me Jon Brown Public works director.



Week of 09.08.2025

Thanks to Jon and Dan for making me leave the office for a minute and go to see the new WWTP. It's amazing the work that they are doing out there and how things are coming along. I haven't been out there at all yet this year, so it was nice to see that.

I was able to send MAPFAB their financials for their meeting. Also, their MAP Application online got a little funky somehow, so I was able to fix that for them and upload the Application again to our website with the format changes.

Started working on our next Loan B 2024 disbursement request, I will try to get this wrapped up by the end of the week or early next week and submitted to DEQ.

Reviewed the Recreation Director job announcement and job description and gave feedback before those are posted soon.

Sent out the resort tax graphs and completed the resort tax transfers.

Prepared for the Town Council meeting on 09.16.2025.

Current budget reports have been distributed out to all department heads/supervisors for August 2025.



SEPTEMBER 12, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- The Study Commission is planning to hold a public hearing October 21, 2025, prior to the Town Council meeting.
- House Bill 393 was passed by the legislature this year which requires us to record council meetings in audio format and post the recording to our website within 14 days. The bill goes into effect October 1, 2025. I recorded the September 2, 2025 Town Council meeting. We determined that to post the audio recording on the website, we had to add a plug-in, but it seems to work now. The recording is posted as a separate link under the packet for that meeting on the Town Council page. Feel free to test the link and let me know if you have any issues. We are working on moving the objects around on that page so it is in more logical order:

<https://www.townofwestyellowstone.com/town-council/>

- We have applied and been approved through the federal government for ownership of the domain "westyellowstone.gov". Use of a ".gov" extension is reserved only for government entities. We are working with our IT support company to plan for the transition. In short, all the traffic for www.townofwestyellowstone.com will be directed to www.westyellowstone.gov and we will shorten our email addresses: eroos@townofwestyellowstone.com to eroos@westyellowstone.gov. The old domain will remain active but will automatically forward to the new one.
- Developed the new job announcement and job description for the Recreation Coordinator position. We are still in the review process, but anticipate posting the job by next Friday, September 19. The anticipated closing date will be October 24, 2025. We expect quite a bit of interest in this position. We have applied for authorization to conduct background checks on any employee that works with children through the MT Department of Justice, Criminal Records and Identification Services Section.
- Prepared the Town Council Agenda & Packet for September 16, 2025.





Highlights

Week of September 4th through September 11th, 2025
Job and Social Services

Overview

of Clients Served: 90

Last Week Clients Served: 52

Highlights

Donations

This week the office received two food donations from local community members which we are very happy to receive.

Under Canvas donated over 834 pounds of food from non-perishables, produce, and frozen goods. We are grateful for this incredible donation.

Clothing donations opened up on September 1st and so far the office received 10 donations most of those donated three trash bags each. We are so excited for new inventory for our community! Donations for clothing and household items will be accepted until September 12th.

Volunteer Update

This week we had one volunteer for the clothing bank that has greatly helped us get through the overwhelming amount of donations received this week.

As always, at the end of the donation period, Tia will go downstairs and sort through the rest of the remaining items to help ease the load off of our volunteers.

Public Assistance

This week we had over 45 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.

Dianna assisted a local gentleman with assistance with tax information as well as connecting some community members to legal assistance.

We were able to help one family receive some diapers for their young child.

We printed off items for two community members in need of a printer.

Self Care Fair Update

We are two weeks away from the 3rd annual Self-Care Fair.

Advertising for this event is underway from Social Media to running advertising in the local newspaper. Dianna and Tia are also making sure that we are handing out flyers to community members that enter our office as well as going to local businesses to personally invite them all to attend.

We are looking forward to a night filled with information and lots of fun!

October Calendar of Events

Without a permanent Rec Coordinator, Dianna and Tia noticed that there would be a gap in events for the community this fall. However, we couldn't let the scariest time of year go without any celebrations; so Social Services will be putting on a couple of events in October to make sure all the creepy crawlers and wicked witches could come out to celebrate as usual.

Oct 8th - Enchanted Eats: Creating Spooky Halloween Treats. *Free event*

This class will teach fun and creative treats that are sure to dazzle and amaze even the spookiest of guests this Halloween Season.

Oct 13th - Pumpkin Artistry: A Creatively Chilling Painting Workshop. *\$5 a person*

Did you know that pumpkins were originally placed on doorsteps to ward off unwanted spirits? Ditch the mess with guts and seeds and come paint some jack-o-lanterns that are sure to keep Jack the trickster away.

Oct 18th - Spooky Lot: Trunk or Treat Extravaganza. *Free event*

Calling all the ghouls, goblins, superheroes, princesses, witches, and more to come wander through and grab candy and treats at the Povah Center--if you dare. For this event, we are going to encourage all town employees to register their car to participate! For employees that decorate their broomsticks will be entered into the spookiest trunk of the year.

Oct 28th - Haunted Reel: Hocus Pocus Screening. *Free event*

Be transported to Salem, MA to relive the tale of Max, Dani, and Allison as they release a coven of witches into their town. The trio must steal the witches' book of spells to stop them from reaching immortality. This PG screening encourages all members of the community to come out and enjoy this classic 1993 movie.

Dianna and Tia are meeting on September 29th at the Povah Center from 8-12 to go over final details such as menu and shopping lists for these classes. Tia will have flyers for all classes done by the 29th. We are aiming to post each flyer two weeks prior to allow timely sign ups for community members. The main calendar of events will be posted on social media on September 30th to get community members excited and ready for the new holiday season. As soon as flyers have been approved they will be attached to Highlights email.

Upcoming Events:

September 19th @ noon: Birthday Potluck for Town Employees -
Bring your favorite tailgate dish!

September 25th from 2:00 pm to 6:00 pm @ The Holiday Inn - 3rd
Annual Self Care Fair

October 8th from 6:00 pm to 7:00 pm - Enchanted Treats Halloween
Goodies Class

October 13th from 6:00 pm to 7:00 pm - Pumpkin Artistry: A
Creatively Chilling Painting Workshop

October 18th from 1:00 pm to 3:00 pm - Spooky Lot: Trunk or Treat
Extravaganza

October 28th from 4:00 pm to 5:45 pm - Haunted Reel: Hocus Pocus
Screening

Notes

Dianna and Tia are working out the Thanksgiving boxes and will share that information as soon as it has been finalized.



Town Council Agenda Item Summary Report

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

Item Summary

Staff Recommendation

Suggested Motion

July 24, 2025

Planning Board Meeting

2 PM – West Yellowstone Town Hall, 440 Yellowstone Avenue

The meeting is held in person at the Town Hall

Planning Board Members Present: Jeff Mathews, Brad Schmier, Casey McCray, Jerry Johnson-Chair

Others Present: Building Official KC Tanner, Town Manager Dan Walker, Sunflower Peak Planning Consultant Scott Hazelton, Town Clerk Liz Roos

Chair Jerry Johnson calls the meeting to order

Public Comment Period

No public comment is received.

Minutes

Motion carried to approve the minutes of the June 3, 2025 Planning Board Meeting.
(Mathews, Smith)

Growth Policy

The Board discusses the update of the Growth Policy, as required by MCA. Town Manager Dan Walker explains that the Growth Policy was last updated in 2017. He explains that the Planning Board needs to review the document and then decide how to proceed. Options include recommending no changes, they could recommend adding the Housing Strategy as an addendum, recommend specific minor changes, or recommend a full revision. Walker says that the Planning Board will need to hold a public hearing and make a recommendation to the Town Council pertaining how to proceed. Walker says it is his recommendation that they add the Housing Strategy as an addendum but wait until the impending development of the 80 acres progresses before making any major changes. The board discusses multiple options and timing for a full overhaul. The board agrees that there is a lot in the document that is out of date or has already been accomplished. Johnson suggests starting the overhaul in 2026 so it can be adopted in 2027, ten years after the last policy. Other members are comfortable with pushing it out farther. The board discusses a motion to recommend no changes to the growth policy, adopt the housing strategy as an addendum, and set a date for a full review. Walker points out that a growth policy is not law, but a guiding document.

Motion carried to recommend no changes to the current Growth Policy, add the Housing Strategy as an addendum to the current policy, and the Planning Board shall work on updating the Growth Policy in 2027. (Smith, Mathews)

The Board discusses scheduling the public hearing on the same evening as a council meeting. After review of upcoming meeting dates, they agree on September 16, 2025.

Motion carried to schedule a public hearing before the Planning Board on September 16, 2025 at 6 PM. (Johnson, McCray)

Zoning Text Amendment

Hazelton explains that they have two proposed amendments to the zoning code. The proposed amendments are to allow communication towers as a conditional use in the Transitional Districts and travel trailer parks as a conditional use in the E-2 District. The board debates whether it is appropriate to allow towers in the 80 acres and share differing perspectives.

Motion carried to deny the recommendation to allow communication towers as a conditional use in the Transitional Districts. (Johnson, McCray)

The Board discusses the recommendation to add travel trailer parks as a conditional use in the E-2 District. The use was allowed previously and it was left out of the updated zoning code as an oversight.

Motion carried to approve the recommendation to add travel trailer parks as a conditional use in the E-2 Districts subject to Chapter 17.33 of the West Yellowstone Zoning Code. (McCray, Smith)

Walker indicates that they will prepare to bring these recommendations to the Council on August 5, 2025. The board agrees going forward to meet on the fourth Wednesday of the month at 2:00 PM.

The meeting is adjourned at 2:40 PM



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: _____

Event or Project Contact Person: _____

Address: _____

Phone: _____ Email: _____

Application Submission Date: _____

EVENT OR PROJECT INFORMATION

Event or Project Name: _____

Location of Event or Project: _____

Date(s) of Event or Project: _____

Estimated Total Event or Project Cost: _____

MAP Fund Amount Requested: _____

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.

We are requesting funding to support the Yellowstone Ski Festival during Thanksgiving week (November 24 - 29, 2025). The festival is a tradition among Nordic skiers bringing in visitors from around the country. The highlights of this year's event include our traditionally early season snow (hopefully) and Nordic skiing clinics, as well as a biathlon "try-it" day and biathlon race. The Ski Festival generally draws around 2,000 attendees, with over 90% being non-residents (trail activity counters showed the daily average during Ski Festival, 619, and the daily average for the first three days of the week following Ski Festival, 318, compared to the first full week of the season with no events, daily average, 86). Given the festival is a week long, many attendees choose to spend multiple nights in West Yellowstone, seeking local accommodations and utilizing many of our local amenities. This event is a seasonal kick-off for the Rendezvous Ski Trails and regional Nordic skiers as well as kicking off West Yellowstone's winter tourist season.

The Yellowstone Ski Festival is seeking funding from the MAP board to cover Marketing and Promotional costs as well as some administrative costs. We look forward to a snowy November!

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.

****This timeline is based on last year's schedule; the specific times are to-be-determined.**

Preparation timeline:

- Ongoing - advertisement (print and social media)
- Sept., Oct., Nov. - Staff is being recruited, and work is taking place on the trails.

Proposed event schedule:

Daily:

- 8:30AM - 3:00PM On-Snow Nordic Gear Demo
- 9:00AM Clinics

Tuesday November 25

- Biathlon Try-It Clinic

Wednesday November 26

- 8:30AM - 12:30PM Biathlon Race
- 5:00PM - 7:00PM Wax Clinic

Friday November 28

- 3:00PM - 5:00PM Apres Ski
- 5:00PM - 7:00PM Wax Clinic

Saturday November 29

- 8:30AM - 12:30PM 5K Fun race

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.

The Yellowstone Ski Festival is marketed through multiple outlets including printed material, digital advertisements, and social media (Facebook and Instagram). We promote the festival through regional ski associations and national publications as well as online including Cross Country Skier, Fasterskier.com, skinnyski.com, and TUNA News, among others. As noted previously, Destination Yellowstone is working with a marketing firm to expand the reach of West Yellowstone marketing. The company uses “geofencing” to reach a greater audience than we have been able to in the past. And in all promotional activity, we make it very clear that West Yellowstone, MT, is the place to be for the week of Thanksgiving!

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.

2025 Yellowstone Ski Festival Budget

Income				
	Trail Pass Sales		\$39,000.00	
	Local Sponsors		\$5,000.00	
	Clinic Entries		\$14,000.00	
	MAP Funds		\$13,800.00	
		Total	\$71,800.00	
Expenses				
	Clinic Expenses		\$16,000.00	
	Grooming		\$15,000.00	
	Trail Maintenance		\$10,000.00	
	Race Operations		\$2,000.00	
	Forest Service Special Use Permit		\$1,700.00	
	Trail Pass Administration		\$2,500.00	
	Trail Passes		\$2,000.00	
	Credit card processing fees		\$1,000.00	
	Chamber administration fee		\$2,500.00	
	Event insurance		\$1,500.00	
	Marketing & Promotion		\$5,000.00	*includes all advertising and promotional printing
	Payroll (Director & assistant)		\$7,000.00	
	Portion of Annual Expenses (1/12)		\$1,400.00	
	Porta Potties		\$1,500.00	
	Miscellaneous		\$2,000.00	
		Total	\$71,100.00	
MAP request				
	Marketing & Promotion		\$5000.00	
	Grooming & Porta Potties		\$3450.00	*admin 25%
	Medals		\$300.00	
	Passes (single & multi day)		\$2070.00	
	USFS special use permit		\$1600.00	
	Payroll (Director)		\$1,380.00	*salary 10%
		Total	\$13,800.00	

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?

The Yellowstone Ski Festival has been held in West Yellowstone for almost 50 years. The festival annually has a significant impact on West Yellowstone's economy during November, a period in which the park is closed and town slows down. People coming to town for the ski festival typically spend 3-10 days in West Yellowstone, leading to non-resident expenditures on lodging, food, gear, gifts, and fuel. The festival also employs local residents to work the event.

- 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.

We measure the success of the event through attendance and overall feedback. Specifically, we assess the number of registrants for clinics and races, and trail pass sales. We also evaluate advertising reports, social media analytics, and rely on feedback from participants, event workers, and sponsors. Additionally, we compare year to year the resort tax and TBID collections for November to measure town activity. This year we intend to add surveying attendees, specifically asking where they are staying, how many nights are they staying, where they live, and how did they hear about Yellowstone Ski Festival.

- 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)?

The Yellowstone Ski Festival has been awarded several MAP grants, including 2021, 2022, 2023, and 2024. All of our vendors and expenses have been paid to date, and reliably paid in a timely manner.

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

The Yellowstone Ski Festival would be able to proceed without MAP funds with adjustments and cuts made, likely leading to decreased attendance and the corresponding economic consequences of decreased attendance.

- 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"

The appropriate wording ("Supported by West Yellowstone Businesses") and image will happily be printed on all event marketing methods.

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.

All Yellowstone Ski Festival events and activities will be posted online at <http://www.skirunbikemt.com/sf-schedule.html>.

The 2024 Outcome Report is attached.

We are grateful for all of the MAP funds we have received!



(406) 646-7701 PO Box 458 West Yellowstone, MT 59758 destinationyellowstone.com

March 15, 2025

MAP funds outcome report

The 2024 Yellowstone Ski Festival was a success. We are estimating that 2000 people attended this year's Festival. Clinics were held daily, a Try-it Biathlon (Nov 26) and biathlon races (Nov 27) were also held as was a Fun Freestyle race (Nov 30).

This year funds received from the Marketing and Promotions Board were used to pay for local print marketing (e.g., event signs, event flyers, etc.; QuickPrint invoices, total \$362.48), online based marketing (e.g., geofencing, SkinnySki, FasterSkier, etc.; Chamber invoices, total \$2491.25), and some of the festival director's time (\$2146.27).

We start planning, promoting, and hyping the Yellowstone Ski Festival and West Yellowstone in August, and work on promoting through the week of the event. Much of the preparatory work for the festival takes place in September, October, and the beginning of November. We are grateful for the support from our community and for the businesses that appreciate what the annual Yellowstone Ski Festival brings to town. Per request from the MAP board, a letter from Lexi Nelson, co-owner of Hank's Chop Shop, is attached.

I have also included a summary of the TBID fees collected, those numbers are presented in a table as well as graphed to visually represent the relationship. The fees are an increase over last year, though not as high as we would like to see. We have heard that the variability in snow makes people hesitant to commit. We are grateful for the people that chose to attend!

As always, we are grateful for the funds provided by MAP. We look forward to next year with hope and optimism that the early season West Yellowstone snow will again come and that the Yellowstone Ski Festival of 2025 will be at least as strong as 2024!

January 8, 2025

Dear Marketing and Promotions Committee,

This letter is being written in support of the Yellowstone Ski Festival and benefits brought to town in by its annual occurrence.

I have worked in West Yellowstone's service industry for several years, and fully appreciate the how slow business can be during the shoulder season. The Yellowstone Ski Festival has annually offered the businesses that choose to remain open during the last week of November, including Hank's Chop Shop, a financial bump during that time. The attendees tend to be positive and we enjoy serving them. Our establishment offers an environment appropriate for all of the attendees be it families, teams, or individuals.

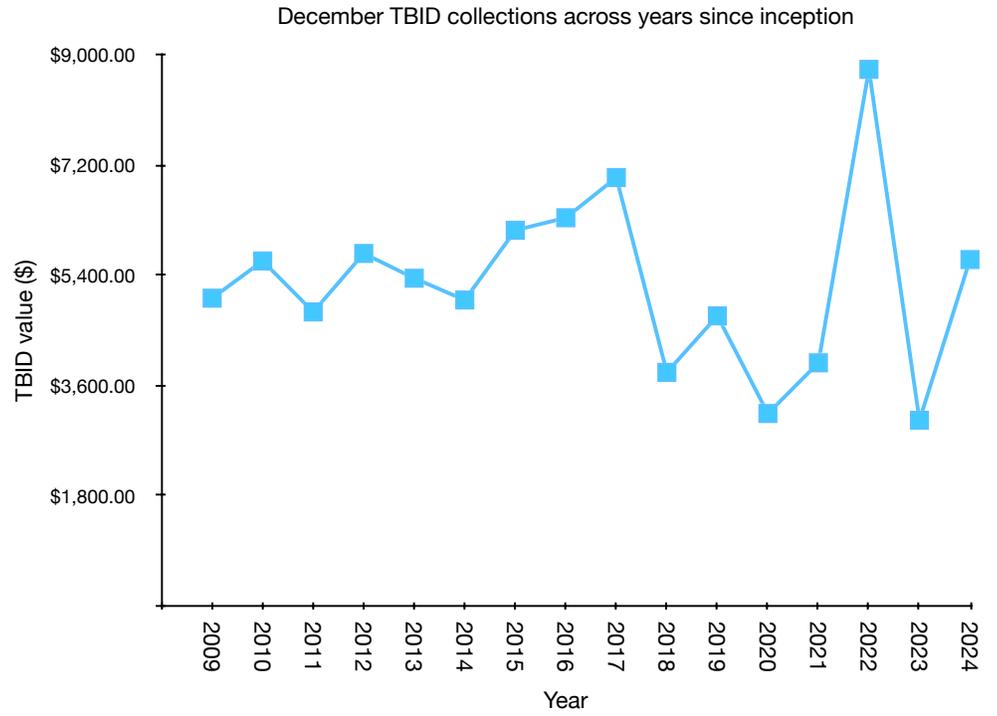
We enjoy being a part of West Yellowstone's business district, and we appreciate the ebb and flow of doing business in a tourist town. The Yellowstone Ski Festival contributes to our local business economy, and we appreciate the Marketing and Promotions Committee supporting this event.

Sincerely,



Lexi Nelson
Co-Owner
Hank's Chop Shop

Year	December
2009	\$5,027.04
2010	\$5,635.00
2011	\$4,803.00
2012	\$5,758.00
2013	\$5,353.00
2014	\$4,997.00
2015	\$6,137.00
2016	\$6,341.00
2017	\$6,998.00
2018	\$3,815.17
2019	\$4,737.60
2020	\$3,143.00
2021	\$3,971.00
2022	\$8,765.89
2023	\$3,032.22
2024	\$5,658.01



Certification

Applicant Individual or Organization: Destination Yellowstone

Event or Project Contact Person: Julie Wieseler

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 Julie L Wieseler

Name (printed) Julie Wieseler

Title Grant Administrator

Date 20 Aug 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 00100
INVITATION TO BID**

Separate sealed bids for construction of the Town of West Yellowstone 2025 Light Pole Replacement Project will be received by Town of West Yellowstone at 440 Yellowstone Ave until 11:00 a.m. local time on August 26, 2025, and then publicly opened and read aloud.

Town of West Yellowstone 2025 Light Pole Replacement Project:

Base Bid 60 consecutive calendar days

The Project, of which the Work under the Contract Documents is a part, is generally described as follows: the removal and disposal of existing light poles followed by the assembly and installation of new light poles on existing light pole bases. Light pole locations will vary throughout the Town of West Yellowstone, with particular focus on the Downtown core. The contractor shall coordinate with the Town of West Yellowstone Public Works Superintendent throughout the project to identify which light poles are to be removed and replaced.

The contract documents consisting of Drawings and Project Manual may be examined or obtained at the office of TD&H Engineering 234 East Babcock Street, Suite 3, Bozeman Montana in accordance with Article 2.01 of Instructions To Bidders. Required deposit is \$ 600.00 per set, which is not refundable. Contractors are not required to obtain Drawings and Project Manual from Engineer.

Technical bid questions shall be directed to Mr. Kyle Scarr, PE at email Kyle.Scarr@tdhengineering.com. In addition, the Project Manual may also be examined at the following locations:

Builders Exchange - online
Town of West Yellowstone website at <https://townofwestyellowstone.com>

There will be no **Pre-Bid Conference**.

CONTRACTORS and any of the CONTRACTORS' subcontractors bidding or doing work on this project will be required to be registered with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, P.O. Box 8011, 1805 Prospect, Helena, Montana 59604-8011. Information on registration can be obtained by calling 1-406-444-7734. CONTRACTOR is not required to have registered with the DLI prior to bidding on this project but must have registered prior to execution of the Construction Agreement. The CONTRACTOR must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Each bid or proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to Town of West Yellowstone, in an amount not less than ten percent (10%) of the total amount of the bid. Successful BIDDERS shall furnish an approved Performance Bond and a Labor and Materials Payment Bond, each in the amount of one hundred percent (100%) of the contract amount. Insurance as required shall be provided by the successful BIDDER(s) and a certificate(s) of that insurance shall be provided.

The right is reserved to reject any or all proposals received, to waive informalities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept the lowest responsive and responsible bid which is in the best interest of the OWNER.

The Contractor is required to be an Equal Opportunity Employer.

ADVERTISEMENT DATES:

Published at: Bozeman Daily Chronicle and The Post Register
Publication Dates: August 13, 2025
August 20, 2025

TOWN OF WEST YELLOWSTONE

September 11, 2025

Town of West Yellowstone
Attention: Town Council
440 Yellowstone Ave.
PO Box 1570
West Yellowstone, MT 59758

Subject: Selection of IMEG for PLC Programming and HMI/SCADA Development for the Town of West Yellowstone WWTP

Dear Town Council,

There were a total of 7 firms that submitted a Qualification Statement for the PLC Programming and HMI/SCADA Development for the Wastewater Treatment Plant (WWTP). The firms that responded include ACS, Automation Werx, Dorsett Controls, IMEG, In Control, M.E.T., and Soap Engineering. On September 4, 2025, the review committee comprising of myself, Elizabeth Roos and Dan Walker from the Town, and Camille Miller from Forsgren Associates met to evaluate and rank the 7 Qualification Statements based upon the criteria listed in the Request for Qualifications (RFQ). Based on the evaluation, IMEG was chosen to perform the work on the PLC Programming and HMI/SCADA Development.

IMEG was chosen based on the strength of their qualifications and the depth of experience they have programming municipal wastewater treatment systems. Their team brings direct experience with Aeromod systems, Allen Bradley controls and activated sludge processes, all of which are key components of the Town's new Wastewater Treatment Plant.

In addition, IMEG's supporting office in Idaho Falls, ID is in close proximity to the plant being only 1 hour and 40 minutes away with an additional office in Bozeman, MT to provide further support. This will allow them to respond quickly to on call service requests when needed.

Another advantage is IMEG's involvement in the design phase of the West Yellowstone WWTP. Having been part of this phase of the project gives them an in-depth understanding of the plant's control strategies, wiring, and operational requirements. This familiarity will allow the team to work efficiently, reducing both time and cost as the project moves forward.

We look forward to working with IMEG on this important effort.

Sincerely,

Jon Brown
Public Services Director
Town of West Yellowstone

