

Town of West Yellowstone

Tuesday, February 3, 2026

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.

TOWN COUNCIL WORK SESSION – 5:30 PM

Town Council Priorities 2026

Discussion

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Business License Applications: Peak to Creek Vacation Rentals & Property Management

Minutes: **January 20, 2025 Town Council Meeting**

Town Manager & Staff Reports

- Library Annual Report

Advisory Board Reports

NEW BUSINESS

Police Commission Appointments

Discussion/Action

CD Renewal, Madison Valley Bank

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 meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of the Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of the approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.





Town of West Yellowstone 2025 Town Council Priorities Report

2025 Primary Priorities Completed:

Ongoing CIP Projects.

- Completed list of CIP projects are attached below.
- Town Staff continues to improve understanding of CIP and implement budgeted projects.
- Most CIP projects identified have been completed or will be completed within the FY.
- The CIP will continue to be a priority, but it won't be identified specifically in the 2026 priorities.

80 Acres.

- Zoning Map for the 80 Acres Adopted June 17, 2025.
- 5 Facilitated Community Housing Meetings (Jan/Feb.2025)
 - Manufactured housing and mobile homes, Housing Cooperatives, Community Land Trusts, Deed Restrictions, Dedicated funding sources for affordable housing, Homebuyer Readiness.
- Infrastructure Committee started meeting in the fall of 2025 to help guide TD&H in subdivision process and infrastructure development.
- Staff met with Forest Service to relocate an easement across the property and align it with Madison Avenue.

Water rights/Water well.

- Deb Stephenson was brought on by the Town in 2025 to assist with Water Rights evaluation.
- Deb helped with a State Law change in the 2025 Legislative Session to extend our Water Rights Perfection date indefinitely (previously the deadline was December 31, 2025).
- Water reservation reporting to DNRC has also been submitted on the Towns' behalf.
- TD&H did an evaluation of our water system capacity and storage in May 2025. They concluded that we have an excess of our daily demand under our current water reservation of 498gpm, an excess storage capacity under peak demand of 277,000 gallons, and enough growth capacity to service approximately 2,500 additional SFEs.
- The Town will likely need to look at an additional well in future years to provide an additional reliable source.

Growth Policy review.

- The Planning Board held a Public Hearing on September 16, 2025 and made a recommendation of no changes to the Current Growth Policy, add the October 2024 West Yellowstone Local Housing Strategy as an addendum to the current policy, and a request to the Town Council to budget for a full review of the Growth Policy in FY 2027.

2025 Primary Priorities Underway:

80 Acres planning.

- Attainable Housing Strategy/80 acres development plan
 - Resolution 812 (adopted 1/7.25) Adoption of a Local Housing Strategy
- Issue a Housing RFP (consider as a priority for 2026)
- Subdivision Planning
 - Scott Hazelton has drafted a proposal to update Subdivision Regulations (last updated in 1984)
 - Should be considered as a priority for 2026.
- Infrastructure Planning
 - TD&H Proposal approved 6/17/25.
 - 80 Acres Boundary Line Survey signed by the Town on 1/27/26.
 - Infrastructure Committee met in 2025 to address utility, public safety, snow storage, and block layout in the 80 acres.
 - Committee will continue to meet in 2026 with the goal to submit infrastructure plans to DEQ for review once the new WWTP is online.

Parks and Trails Master Plan.

- Parks and Trails Master Plan consultant was hired by the Town on 1/6/26.
- Planning and Public engagement will happen in spring of 2026.
- Final Plan is due by June 30, 2026.

Primary Priorities carry over or not started:

Cemetery expansion project

- The Cemetery Board met with Ray Stinnetts partner Tom Henesh in early 2025 to create a framework for the transfer of property for expansion of the Cemetery.
- Henesh was adamant that any deal would need to have a transfer of Town Property.
- Henesh sent an email in early 2026 that stated that they were no longer interested in pursuing a deal with the Town.
- The Cemetery Board will need to consider other options moving forward.
- The Town currently has (2) cremains only lots (southwest corner) and (21) full size plots, scattered throughout the cemetery.

- New plots that will be added this year: (12) full size plots in center section (8) remains only plots on east end of center section, these plots will be full size, but the board was concerned about access. So we may consider subdividing them and then we'd have 24.

Parking Ordinance review

- The Parking Ordinance was not updated as part of the larger Zoning Code Ordinance update in 2024.
- The Planning Board should review the ordinance and make recommendations for updates.
- This should be considered as a priority by the Town Council for 2026.

Mammoth Room Roof

- Mammoth Roof repair has been on the Town Council Priorities since 2022.
- In 2025, the Town of West Yellowstone received a \$300,000 grant from the State of Montana to support the Mammoth Room roof project. Since that time, the Town's engineers, TD&H, have been developing a revised project proposal after determining that a full replacement of the roof beams may not be necessary. The Town will continue working with TD&H in 2026 to evaluate the best options for completing this project and to pursue additional funding if necessary.
- The grant funding does not have an expiration date, as long as we are making progress on the project.
- The Town Council should continue to pursue options to complete this important project.

Secondary Priorities Completed:

Deputy Clerk/Permit Technician position.

- Deputy Clerk Brittany White was hired on 6/11/2025.

SFE Calculator Annual Review.

- The SFE Calculator was reviewed on 11/18/25. No changes were recommended.
- We will continue to evaluate the calculator to ensure we have the proper funding level for the WWTP.

Secondary Priorities Underway:

Support the work of the Advisory Boards and community partners on small projects for future consideration.

- Business Improvement Advisory Board and other Advisory Board have been tasked to explore projects and make recommendations to the Town Council.
- Town Council should consider specific items they would like to see the Boards address.
- Examples of 2025 completed projects include: MAP 100k Big Event, Traffic calming on Hwy. 20, Pickleball Courts, trees and grates on Canyon.

Improved community communications/information sharing.

- Brittany has been tasked with maintaining the Towns social media.
- Staff is open to additional ways we can improve communication with the Public.

County-wide EMS.

- HBFD has opted out of the county-wide EMS discussions at this time.
- I continue to get updates on the progress of the group to see if there are opportunities for West Yellowstone.
- I have also had conversations with Gallatin Co. Commissioners on how a county-wide EMS may benefit or create opportunities for West Yellowstone.

Secondary Priorities not started/carry over:

Resort Tax Ordinance review.

- Katie would like to review and offer some changes to the Resort Tax Ordinance.
- Review to include fees, audits, timeframes, and overall clarity of the Resort Tax.
- I would suggest we add this to our secondary priorities again for 2026.

Town Policy Manual update/revisions.

- Consider review of outdated policies.
- Update as time and necessity require.

Other notable accomplishments:

- *Local Housing Strategy
- *Staffing Plan Amendment
- *Water and Wastewater allocation and connection process
- *Amended Cash in Lieu of Parking
- *Local Government Study Commission
- *Wastewater Connection Moratorium lifted 6/17/26
- *Service agreement for Planner, Sunflower Peak Planning 7/22/25
- *Amended Records Retention Policy
- *Zoning Code Amendment
- *Housing Needs and Market Analysis Study
- *Established Special Revenue Housing Fund
- *Gibbon Avenue Inc. Housing Loan
- *Lift Station Planning
- *Department Head quarterly leadership activities
- *Montana City and County Managers Association Board member
- *Montana Resort Tax Association Vice President
- *Montana Resort Tax Association Spring Conference- Red Lodge
- *Montana League of Cities and Towns Executive Session- Helena
- *Montana League of Cities and Towns annual conference – Billings
- *Montana Association of Planners conference- Helena
- *GOSMA conference- Kalispell
- *Maintain American Institute of Certified Planners accreditation
- *DRG/Site Plan reviews

CIP FY2026

Road & Asphalt

\$ 82,636.00	Grizzly Addition and Town parking lots sealcoat
\$ 52,899.00	Grizzly Addition Crack seal
\$ 33,805.00	Old Town repainting roads
\$ 300,000.00	Sidewalk replacement (per block HK contractors)
\$ 469,340.00	

Heavy Equipment

\$ 347,202.00	Pay Loader 724P
\$ 20,180.00	2025 Arctic snow pusher HD14
\$ 174,995.00	Used dump truck 15-yard
\$ 50,000.00	1 ton flatbed 4x4 work vehicle
\$ 12,000.00	Truck snow plow
\$ 12,000.00	Construction trailer 16'
\$ 23,449.00	Schulte- SDX 117 Blower
\$ 639,826.00	

Water & Sewer

\$ 85,000.00	RR- Well Building #3
\$ 10,000.00	2 hydrant installation
\$ 400,000.00	Scada system for WWTP
\$ 10,000.00	Altitude Valve- water tank
\$ 125,000.00	Well #5- Facility Planning Study
\$ 23,204.00	Water meters, Mach 10 replacements 5/8-3/4 up to 2 in.
\$ 653,204.00	

Miscellaneous CIP

\$ 14,867.00	Town Hall access controls/PED system
\$ 10,646.00	Povah access controls/PED system
\$ 15,000.00	Dust control
\$ 15,000.00	Invasive weeds control
\$ 10,000.00	New administration office printer
\$ 12,500.00	New Town Council tables and podium
\$ 500,000.00	Street lighting updates
\$ 578,013.00	

Police

\$ 70,000.00	Police Vehicle
\$ 130,000.00	New Phone System
\$ 18,000.00	New Server for Dispatch
\$ 218,000.00	

\$ 2,558,383.00

Gregs Wish List January 22, 2026

Topic

1 Communication with Engineering firm why new pump house cannot be evaluated and constructed before 2027

2 City Planner - Has he been instructed on starting a plan for the development of the 80 acres

3 Fire Department Negotiations

4 Water rights for a new well

5 Trees along Highway 20

6 John Brown Housing

7 Jeff Matthew

8 Land appointed for Medical Facility

Priorities for 2026 -- Travis

WWTP completion

Subdivision planning, make decisions on deed restricted/land trust, etc, find developer

Sewer lift station upgrades, plan with development?

Complete CIP budgeted items

HBFD review of contract/needs vs demands

Continue to look for cemetery expansion options (decide value of adjacent property, buy/trade Madison Add property?)

Parks and Rec board (Greenway group), plan for Shortline trail connector

Parking ordinance review

Resort Tax ordinance review

Set up Policy review committee, begin review of policies (set as multiyear review)

- business licenses

- council attendance/zoom

- outdated items first

Advisory boards – look at each, give direction, review makeup, etc

Mammoth Room

Related ideas:

Employee housing options/incentives?



Town Manager Potential 2026 Town Council Projects/Priorities

2026 Primary Goals to consider:

- 80 acres infrastructure development
 - Lift Station – Phase 1 of the 80-Acre Development is no longer contingent on Iris Lift Station upgrades. These will be two independent projects moving forward.
 - Lift Station- Concept Design and report will be completed by the end of February.
 - The report will guide decision making for the Town Council.
 - Infrastructure layout and DEQ submittal by early summer.
 - DEQ ***WILL NOT*** approve infrastructure plans or new subdivisions until the WWTP is operational, which is estimated to be July 2026.

- 80 acres/housing plans and strategy- preliminary plat
 - TD&H are drafting preliminary plat for submission- currently 90% complete.
 - 80-Acre Development Committee meeting #3 is schedule for February 17th.
 - TD&H are planning on having preliminary plat application and plans ready by end of February for staff review prior to submitting to Council.
 - We will be seeking DEQ Certified Checklist review, which should shorten review timeframe.

- Housing Fund Policy
 - The Town Council set aside \$500,000 in FY 2026 in a housing fund.
 - The Gibbon Avenue Apartment project loaned \$275,000 from that fund.
 - If the Town Council is going to continue to provide future funding for housing, The Council should establish a policy/parameters for future projects.

- Subd. Regulation revisions
 - The Town Subdivision Regulations have not been updated since 1982.
 - Scott has made some recommendations to update the Subdivision Regs. to modernize and bring them into compliance with recent changes to State Law.
 - A draft update was prepared for the Town in 2021 but not adopted.
 - If outlined as a priority, Scott will submit a proposal to review the changes from that draft and update with legislative changes.

- Mammoth Room

- Mammoth Roof repair has been on the Town Council Priorities since 2022.
 - In 2025, the Town of West Yellowstone received a \$300,000 grant from the State of Montana to support the Mammoth Room roof project. Since that time, the Town's engineers, TD&H, have been developing a revised project proposal after determining that a full replacement of the roof beams may not be necessary. The Town will continue working with TD&H in 2026 to evaluate the best options for completing this project and to pursue additional funding if necessary.
 - The grant funding does not have an expiration date, as long as we are making progress on the project.
 - The Town Council should continue to pursue options to complete this important project.
- HBFD Issues
 - We will need to set up a time to meet and discuss issues.
 - The goal of the first meeting will be to establish mutual ground rules, expectations, and framework for our discussions.

2026 Secondary Goals to consider:

- Business License Ordinance revisions
 - We need to make sure our process with issuing Business Licenses is in step with the Ordinance.
 - Staff also believes that issuance of Business Licenses should be an administrative function.
- Resort Tax Ordinance revisions.
 - Katie would like to review and offer some changes to the Resort Tax Ordinance.
 - Review to include fees, audits, timeframes, and overall clarity of the Resort Tax.
- Parking Ordinance
 - The Parking Ordinance was not updated as part of the larger Zoning Code Ordinance update in 2024.
 - The Planning Board should review the ordinance and make recommendations for updates.
 - Scott said he would have some capacity to assist the Planning Board in the Fall of 2026 after the Park Master Plan is completed.
- Police Contract negotiations (and possibly MFPE)
 - The Police Protective Unit CBA expires on June 30, 2026.
 - Negotiations will likely begin late spring.
 - MFPE contract expires June 30, 2027, but they have a reopener trigger if the year over year CPI is higher than 3% on 7/1/26.

- Town Policy review/updates
 - Consider review of outdated policies.
 - Update as time and necessity require.
 - Could be done over a few years.

- Advisory Board review
 - The Town has a number of Advisory Boards.
 - Some are active, some have been inactive for a long time.
 - All Boards should have bylaws and a clear objective and scope.

- Attorney Contract
 - Jane's current contract has expired.
 - We need to decide if we want to extend or put out an RFP.

- Cemetery expansion options
 - The Cemetery Board will need to consider other options moving forward.

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53183		2088 Town West Yellowstone	876.00					
	02/01/26	utility chrgs, Chamber, 895	78.37		BLDGS	1000 411257	340	101000
	02/01/26	utility chrgs, UPDL, 892	126.98		BLDGS	1000 411252	340	101000
	02/01/26	utility chrgs, PS Shops, 884	58.68		BLDGS	1000 411253	340	101000
	02/01/26	utility chrgs. Povah Ctr, 887	108.83		BLDGS	1000 411255	340	101000
	02/01/26	utility chrgs, Police Dept, 886	74.69		BLDGS	1000 411258	340	101000
	02/01/26	utility chrgs, City Park, 885	189.13		BLDGS	1000 411253	340	101000
	02/01/26	utility chrgs, Library, 891	59.31		LIBBLD	1000 411259	340	101000
	02/01/26	utility chrgs, Twn Hall, 921	180.01		TWNHAL	1000 411250	340	101000
53187		73 Westmart Building Center	897.23					
	01/27/26	Street Supplies	533.46		STREET	1000 430200	220	101000
	01/27/26	Traffic Signal	161.80		STREET	1000 430200	243	101000
	01/27/26	SmItemofEquipment	199.27		STREET	1000 430200	212	101000
	01/27/26	Povah Ctr. Suuplies	2.70		POVAH	1000 411255	220	101000
53200		42 Fall River Electric	10,162.44					
	01/20/26	PARK, old firehouse 2901001	467.07		PARK	1000 411253	341	101000
	01/20/26	povah comm ctr 4212001	331.60		POVAH	1000 411255	341	101000
	01/20/26	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	01/20/26	RR Well 4212005	214.77		WATER	5210 430500	341	101000
	01/20/26	IRIS LIFT STATION 4212006	523.95		SEWER	5310 430600	341	101000
	01/20/26	POLICE 4212008	455.51		POLICE	1000 411258	341	101000
	01/20/26	TOWN HALL 4212009	381.68		TWNHLA	1000 411250	341	101000
	01/20/26	ICE RINK 421010	68.58		PARKS	1000 411253	341	101000
	01/20/26	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	01/20/26	Sewer Plant 4212012	2,129.75		SEWER	5310 430600	341	101000
	01/20/26	South Iris Street Well 4212013	214.28		WATER	5210 430500	341	101000
	01/20/26	Hayden/DeLaceyPump 4212014	284.29		SEWER	5310 430600	341	101000
	01/20/26	Hayden/Grouse Well 4212015	39.06		WATER	5210 430500	341	101000
	01/20/26	911 Tower 4212016	192.99		911	2850 420750	341	101000
	01/20/26	MADADD H2O Tower 4212017	56.81		WATER	5210 430500	341	101000
	01/20/26	SHOP 4212018	414.35		STREET	1000 430200	341	101000
	01/20/26	UPDL 220 Yell Ave4212019	39.06		UPDL	1000 411252	341	101000
	01/20/26	ANIMAL 4212029	244.24		ANIML	1000 440600	341	101000
	01/20/26	CLORINATOR 4212030	92.79		WATER	5210 430500	341	101000
	01/20/26	Electric Well 4212031	68.07		WATER	5210 430500	341	101000
	01/20/26	PARK 4212032	356.72		PARKS	1000 411253	341	101000
	01/20/26	UPDL 4212041	530.40		UPDL	1000 411252	341	101000
	01/20/26	861PowerLinTREATSERV 4212046	1,413.92		SEWER	5310 430600	341	101000
	01/20/26	LIBRARY 23 dunraven 4212054	191.30		LIBR	1000 411259	341	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53201		2813 Century Link	1,598.18					
	01/19/26	911 ALI/SR 255-9710	985.33		911	2850 420750	345	101000
	01/19/26	BSLANlog 255-9712/0133,5127	125.25		POLICE	2850 420750	345	101000
	01/19/26	BSLANlog 646-5170,5173,5179	167.60		POLICE	2850 420750	345	101000
	01/19/26	Alarm Lines 646-5185,7256	105.20		TWNHLL	1000 411250	345	101000
	01/19/26	Police - 646-7600	214.80		POLICE	2850 420750	345	101000
53203		709 TD&H Engineering	31,572.83					
	46224 01/20/26	Professional fee	7,333.23*		PLNNG	1000 411000	354	101000
	46224 01/20/26	Professionalfee Wellhouse#3	4,156.85		WATER	5210 430500	354	101000
	46225 01/20/26	Professionalfee 80 Acres	13,818.25		80ACRE	4030 430630	354	101000
	46226 01/20/26	Professionalfee RIBS	810.00		SEWER	5310 430600	354	101000
	46227 01/20/26	ProfessionalfeeIrisLiftStation	5,454.50		SEWER	5310 430600	354	101000
53206		3425 Bridger Built, LLC	26,129.15					
	04 Police 01/31/26	PoliceStationAddition	26,129.15		POLICE	1000 411258	920	101000
53214	E	2323 Montana Department of Revenue	263.93					
	04Police 01/31/26	PoliceStationAddition	263.93		POLICE	1000 411258	920	101000
53216		3003 Kyle Tanner	1,043.00					
	83802-6 06/26/25	Company Cam Subscription 6/25	149.00		STREET	1000 430200	220	101000
	83802-7 07/26/25	Company Cam Subscription 7/25	149.00		STREET	1000 430200	220	101000
	83802-8 08/26/25	Company Cam Subscription 8/25	149.00		STREET	1000 430200	220	101000
	83802-9 09/26/25	Company Cam Subscription 9/25	149.00		STREET	1000 430200	220	101000
	83802-10 10/26/25	Company Cam Subscription 10/	149.00		STREET	1000 430200	220	101000
	83802-11 11/26/25	Company Cam Subscription 11/	149.00		STREET	1000 420100	220	101000
	83802-12 12/26/25	Company Cam Subscription 12/	149.00		STREET	1000 430200	220	101000
53218		2801 West Yellowstone Back & Neck	150.00					
	01/12/26	DOT Physical - Tanner	150.00		STREET	1000 430200	351	101000
53219		2099 Quick Print of West Yellowstone	42.00					
	21716 01/22/26	CongratulationCards	42.00		LEGIS	1000 410100	220	101000
53220		547 WY Chamber of Commerce	2,444.16					
	TOWy012026 01/14/26	12/25ReimburseCleaning/sup	2,444.16		CHMBER	1000 411257	357	101000
53221		1061 Lane and Associates	210.83					
	11254 01/19/26	DOT Test Morales	76.23		ADMIN	1000 410210	351	101000
	11246 01/12/26	Non-DOTTestNichols/Brown	134.60		ADMIN	1000 410210	351	101000

01/30/26
14:20:02

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/26

Page: 3 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53222		999999 KRISTOPHER M. KELLER	800.00					
	01/22/26	Exonerated Bond-Keller	800.00		COURT	7469 212401		101000
53223		999999 DUSTIN RAY KACZMAREK	200.00					
	01/22/26	ExoneratedBond-Kaczmarek	200.00		COURT	7469 212401		101000
53224		2952 DIS Technologies	650.00					
	18164 01/21/25	ServerWarrantyRenewal	650.00		IT	1000 410580	355	101000
53225		999999 NEIGHBOR WORKS MONTANA	350.00					
	01/23/26	RefundPovahRentalDeposit	350.00		POVAH	2210 214001		101000
53226		135 Food Roundup	1,125.33					
	12/17/25	Gift Certificates	875.00		LEGIS	1000 410100	220	101000
	12/24/25	HelpFund Voucher	244.62		HELP	7010 450135	220	101000
	12/28/25	Supplies	5.71		POLICE	1000 420100	220	101000
53227		3337 Lexipol LLC	952.08					
	11260053 11/01/25	Annual Subscription	952.08		POLICE	1000 420100	389	101000
53228		3214 Axon Enterprise, Inc.	1,111.17					
	414430 01/15/26	SmItem Equipment	1,111.17		POLICE	1000 420100	212	101000
53229		1454 Bozeman Daily Chronicle/Big Sky	300.20					
	701924 01/05/26	PHVarianceRequestAd	227.20		ADMIN	1000 410210	327	101000
	710010 01/22/26	PH ConditionalUseApp ad	33.00		ADMIN	1000 410210	327	101000
	704953 01/19/26	NoticeofPH-AmendedBudget	40.00		ADMIN	1000 410210	327	101000
53230		2537 Balco Uniform Co., Inc.	3,163.04					
	86507 01/08/26	SmItemEquipment	880.04		POLICE	1000 420100	212	101000
	86564-1 01/20/26	Uniform-Nickolaus	735.90*		POLICE	1000 420100	226	101000
	86505-1 01/20/26	Uniform-Wegener	214.90*		POLICE	1000 420100	226	101000
	86561 01/20/26	Uniform-Wegener	138.00*		POLICE	1000 420100	226	101000
	86581 01/24/26	SmItemEquipment	305.20		POLICE	1000 420100	212	101000
	86499 01/27/26	Uniform-White	311.00*		POLICE	1000 420100	226	101000
	86505-2 01/27/26	Uniform-Wegener	578.00*		POLICE	1000 420100	226	101000
53231		2937 CINTAS First Aid & Safety	277.83					
	5312696508 01/14/26	FirstAide Supplies	277.83		STREET	1000 430200	220	101000

01/30/26
14:20:02

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/26

Page: 4 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
53232		3315 IAS EnviroChem	1,582.00						
	2600426	01/22/26 Sewer testing fees	1,582.00		SEWER	5310 430600	348	101000	
53233		2822 Montana Drains LLC/Clear Blu	650.00						
	4525	01/27/26 GreaseTrapPumpoutPovah	200.00		POVAH	1000 411255	350	101000	
	4527	01/27/26 Manhole Cleaning	450.00		SEWER	5310 430600	357	101000	
53234		3192 Floyd's Truck Center	291.18						
	401208351	01/28/26 RepairsEquipment	291.18		STREET	1000 430200	369	101000	
53235		1142 Midwest Welding & Machine, Inc.	1,648.00						
	26162A	01/28/26 VehicleRepair	600.00		STREET	1000 430200	361	101000	
	26162	01/28/26 VehicleRepair	1,048.00		STREET	1000 430200	361	101000	
53236		3391 TSC Corner Station, INC.	174.04						
	01/26/26	FUEL	174.04		STREET	1000 430200	231	101000	
53237		3547 IMEG Consultants Corp.	2,598.00						
	25006740-2	01/29/26 WWTPROFESSIONALSERVICES	2,598.00		WWTP	5320 430640	940	101000	
53238		3245 4 Corners Recycling LLC	584.75						
	5878	01/28/26 RecyclingPullFees	584.75		PARKS	1000 460430	534	101000	
# of Claims			29	Total:		91,847.37			
Total Electronic Claims			263.93	Total Non-Electronic Claims		91583.44			

Fund/Account	Amount
1000 General Fund	
101000 CASH	54,659.49
2210 Parks & Recreation	
101000 CASH	350.00
2850 911 Emergency	
101000 CASH	1,685.97
4030 80-acre Development	
101000 CASH	13,818.25
5210 Water Operating Fund	
101000 CASH	4,842.63
5310 Sewer Operating Fund	
101000 CASH	12,648.41
5320 Sewer Replacement Depreciation Fund	
101000 CASH	2,598.00
7010 Social Services/Help Fund	
101000 CASH	244.62
7469 City Court - Judge Jent	
101000 CASH	1,000.00
Total:	91,847.37



Town of West Yellowstone Business License Application

Business Name: BIANCO ROSSI VENTURES LLC DBA PEAK TO CREEK VACATION RENTALS
 Applicant: MARTA SWINOGA & PROPERTY MGMT
 Contact Person: MARTA SWINOGA
 Mailing Address: PO BOX 2008 W. YELLOWSTONE, MT 59758
 Physical Address of Business: 329 DELACY AVE. W. YELLOWSTONE, MT 59758
 Phone Number: 406. 219. 0119 Fax Number: _____
 Email Address: PEAK2CREEKMT@GMAIL.COM Website: PEAK2CREEKMT.COM

Signature of Property Owner of Record: Marta Swinoga

Subdivision: MADISON ADD 527
 Block: 15 Lot: 8

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.

Managing vacation rentals and long term properties.

Business License Fee: \$ 50.00
 Resort Tax Bond: \$ NA
 Total Amount Due: \$ 50.00

Marta Swinoga
 Signature of Applicant

 Signature of Applicant
1-30-26
 Date

FOR OFFICE USE ONLY			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____
Date <u>1-30-26</u>	Check # <u>1440</u>	Amount \$ <u>50.00</u>	License # _____
SCN _____	BLP _____	STX _____	RDX _____

Town of West Yellowstone
Town Council Meeting
January 20, 2026

TOWN COUNCIL MEMBERS PRESENT: Mayor Travis Watt, Brian Benike, Brock Wilson, Greg Forsythe

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Director Jon Brown, Town Attorney Jane Mersen by Zoom, Social Services Director Dianna Hansen, Assistant Public Services Director KC Tanner, Recreation Coordinator Rachel Spence, Chief of Police Corey White, 911 Communications Manager Brenda Phillips, Fire Chief Shane Grube, Assistant Fire Chief Sam Ferbe, Forsgren Engineer Dave Noel

The meeting is called to order by 2026 Mayor Travis Watt at 5:30 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 Watt calls the meeting to order. The purpose of the meeting is for the Department Heads to deliver reports that recap the year 2025. Town Clerk/HR Liz Roos addresses the Council first. Her report covers activities by the Town Council, payroll and personnel hirings, cemetery plot sales, event permits issued, the activities of the Study Commission and the elections. Goals for her department for 2026 include changing the Town's domain from townofwestyellowstone.com to westyellowstone.gov, improving and updating forms and process-specifically for new development. Public Services Director Jon Brown addresses the Council and updates the Council on water testing and operation of the water and sewer systems, working with TD&H on surveys and inspections by Montana DEQ-which went very well, the construction of the wastewater treatment facility that is underway, remodeling of the Police Station offices, cleaning sewer lines and lift stations, highest and lowest daily flow data, crack sealing projects, installation of tree grates, parks maintenance, street light replacements, sidewalk repairs. He explains that in 2026, their goals include finishing the wastewater treatment plant, educating and certifying the staff, increased beautification, new light poles. He says their equipment needs include a vactor truck, one more dump truck, a skidsteer, and replacing old pickups. Brown shares multiple pictures of the construction of the wastewater treatment facility project, the police station remodel, and the completed wellhouse for the new well. Rachel Spence, Recreation Coordinator, addresses the Council. She is just starting her third week of this job and is off to a positive start. She explains that her vision is to bring people together through movement, play, and shared experiences. Spence has the entire room stand up and do a quick breathing exercise. She has started the youth basketball program and they are already getting great participation. She is learning how often the Povah Center is actually used, which highlights its importance to the community. She describes some programs she would like to get started including a weekly fitness class, a master plan for use of the Povah Center, planning for the Summer Recreation program, and strengthening communication between Public Works and the Parks & Recreation program. Brenda Phillips, 911 Communications Center Manager, addresses the Council to report on 2025 for the Dispatch department. She describes the staffing challenges they have faced over the past year, but just recently became fully staffed. She says she anticipates asking for six full-time positions going forward to be able to cover vacations and vacancies. She says they responded to over 3300 emergency calls this year and over 10,000 non-emergency calls, plus many walk-ins. She mentions training opportunities they participated in this year and plans to continue those opportunities this year. She describes technology changes, a big data failure that erased data back to 2006 that had to be restored, issues with the main server, and updates to the phone system. She highlights some exciting rescues and award they gave to a child for calling 911 when his parent fell through the ice at the lake. She says she is very excited about the direction they are going with the new people they have hired and they have a lot of opportunity to move forward. Dianna Hansen, Social Services Director, addresses the Council. Hansen reports that she was able to complete a year-long course on nutrition. She describes health focused events they hosted during the year and the annual Self-Care Fair. She describes donations and community support for mental wellness. In 2026, she hopes to learn more about helping people change behavioral skills. She is looking forward to hiring a new

assistant and is excited to have Rachel Spence hired for Recreation. Police Chief Corey White addresses the Council. White was hired as a Police Officer almost a year ago and was promoted to Interim Chief of Police in December. He says he is super proud of their staff and their dedication. He says they have been stretched because of low staffing but was amazed at the willingness to cover shifts and work together. He says they are down two officers at this time and are finally fully staffed in dispatch. They have implemented monthly firearms training and scheduling training for all of the officers. He says they have already started improving ways to do things such as secure warrant issuance, the computer systems and utilizing e-citations. They are implementing a new body camera system, which is amazing, especially since the cameras can translate into other languages. The in-car cameras upload immediately and have saved a lot of officer time. They are working on inter-agency communications and coordination. He says over the past year, both Chief Gavagan and Chief Wigner moved on, so he is working to improve the office area and just how they do things. He says they still need to replace two vehicles. He hopes to recruit and hire two more officers, would like to promote a sergeant within the department, and continue training the entire staff. He anticipates receiving his advanced law enforcement certificate next month. They are looking to replace and update portable radios and then replace the desks in the office. They also need to secure the evidence room. He mentions grants he intends to pursue and programs to implement over the next year. He expresses appreciation for his staff and anticipation for the future. Building Inspector and Code Enforcement Officer, KC Tanner addresses the Council. He summarizes the building permits issued this year, code enforcement tasks, garbage and specifically raven control, water emergencies and flooding, parking enforcement, marking and cemetery issues, building the tree grates, trash control, pickleball court planning, highway encroachments. Projects he will be working on this year include flower planter/benches and landscaping around the entrance signs at the edge of Town. Finance Director Katie Thompson addresses the Council, she reports that the Town collected a little more than \$8 million in resort tax for the calendar year 2025. She says they were awarded \$335,000 from the state for the roof at the Union Pacific Dining Lodge. She says they closed on just over \$3.5 million in grant funding this past year. She reports that they were able to support the Gibbon Avenue Housing Co-Op, which is a huge benefit to the community. She says they hired two new department heads and a supervisor this past year and they have been great to work with on budgeting. She says they have been working on digitizing their department this year, which makes retrieval and records requests much more efficient. She says they had weekly meetings for the wastewater treatment plant to regularly certify payrolls and report everything properly. It requires a lot of paperwork to manage the projects. She reports that she has reached the 120-hour requirement to become certified through MMCT & FOA. She taught her first institute class to other clerks and treasurers in Montana. She is also representing all Towns in Montana on the MMCT & FOA advisory committee. She is also serving on the statewide resort tax committee and is working on her certified finance administrator designation that she hopes to have by this time next year. She says her goals for this next year include implementing BMS pay for electronic payments, which will significantly improve efficiency. She would like to bring forward a resort tax ordinance review, review of the single-family equivalency calculator, and a financial management plan and grant management. Town Manager Dan Walker thanks the staff for preparing presentations and credits the staff for their work and progress over the past year. He emphasizes that on-going professional development is a priority and they are building careers in the community. The work session is adjourned at 6:35 PM.

Public Comment

No comments are received.

Council Comments

Forsythe thanks the Department Heads for their reports earlier this evening and appreciates their work. Wilson agrees. Watt mentions that Town Manager Dan Walker and Public Services Director Jon Brown were successful at the Hebgen Lake ice fishing tournament this past weekend and won the Battle of the Bars trophy for the Buffalo Bar and will keep that trophy in West Yellowstone this year!

Public Hearing; FY 2026 Budget Amendment, Marketing and Promotions Fund

Mayor Watt calls the hearing to order. He reads the hearing notice, the hearing was advertised in the Bozeman Daily Chronicle, online, and posted publicly. Watt explains the purpose of the hearing is to increase the budget for the marketing and promotions fund for FY 2026. No public comments are received.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$254,154.08 (Benike, Wilson)
- 2) Motion carried to approve the minutes of the January 6, 2026, Town Council meeting. (Benike, Wilson)
- 3) Motion carried to approve Resolution No. 830, a resolution to amend the FY 2026 Budget for the Marketing and Promotions Fund. (Benike, Wilson)
- 4) Motion carried to approve the request from RSCI to operate an abbreviated crew at the wastewater treatment facility project during the winter shutdown period to proceed with inside work with Forsgren's quality control supervision. (Benike, Forsythe)
- 5) Motion carried to approve the engagement letter with Causey Public Finance LLC to provide arbitrage rebate services for 5 years. (Wilson, Benike)
- 6) Motion carried to approve Change Order #1 for the Police Station Addition to extend the deadline for substantial completion to 3/27/26 for Bridger Built, LLC (Wilson, Benike)
- 7) Motion carried to direct Town Finance Director Katie Thompson to apply for the Montana Emergency Tourism Assistance Program for 2026. (Wilson, Benike)
- 8) Motion carried to appoint Mayor Travis Watt to serve on the Budget and Finance Committee per the Interlocal Agreement with the Hebgen Basin Rural Fire District along with the Town Manager. (Benike, Wilson) Forsythe is opposed, motion passes.
- 9) Motion carried to approve Outside Amplification Permit for Music in the Park Series 2026 events. (Benike, Forsythe)
- 10) Motion carried to approve Resolution No. 831, a resolution exempting the concert area of Pioneer Park from the open container ordinance during the 2026 Music in the Park events. (Benike, Wilson)
- 11) Motion carried to approve the request for a resort tax bond waiver for the Music in the Park Series 2026. (Benike, Wilson)
- 12) Motion carried to approve Outside Amplification for Octane Addictions Snow Rodeo event, March 6-7, 2026 (Wilson, Benike)
- 13) Motion carried to approve the Application to Maintain an Encroachment to partially close Dunraven and Gibbon Avenues during the Octane Addictions Snow Rodeo event March 3, 2026 through Monday, March 9, 2026 (Wilson, Benike)
- 14) Motion carried to approve Resolution No. 832, a resolution exempting the event area of the Octane Addictions Snow Rodeo event from the open container ordinance, March 6-7, 2026. (Forsythe, Wilson)
- 15) Motion carried to approve Resolution No. 833, a resolution to adopt a standing appointment for the chairman and vice chairman of the Board of Adjustment to be the Mayor and Deputy Mayor. (Wilson, Benike)

- 3) Forsythe asks for clarification about where the money for this fund comes from. Watt explains that the money comes from the businesses that collect resort tax. In the past, businesses used to retain 5% of the tax they collected to defray administrative costs. About 15 years ago, they changed this to 2.5% and the other 2.5% goes into this fund to support marketing and promotion efforts for events. The money in this resolution is already in the fund and the purpose of the resolution is to move the money into the current budget so it can be allocated.
- 4) Forsgren Engineer, Dave Noel, lead engineer for the wastewater treatment facility project, explains that the contractor for the project, RSCI, has served formal notice of winter shutdown. He explains that the winter shutdown is part of the contract, but the contractor is also requesting permission to work on the project in the inside areas during the winter shutdown with an abbreviated crew without applying to the total number of days in the contract. Noel explains that they will still have inspectors on-site and will perform such inspections based on hours worked. Noel reports that he met with the superintendent at the site today and walked through the project. He said that they are ensuring that the construction is being done in accordance with contract requirements and quality control is in place. They anticipate being able to put the facility into operation just before the 4th of July. Noel explains that every day, based on hours, that Forsgren is on-site will count against the contract days.
- 5) Finance Director Katie Thompson explains that there is concern that the Town may have to deal with IRS tax law due to the possibility of earning too much money on the bonds issued for the WWTP project, referred to as arbitrage calculations. Causey Public Finance provides arbitrage calculations and compliance services to municipalities through the United States, including several in Montana, and specializes in this type of IRS reporting. Thompson explains, after consultation with the Town Manager, Town Attorney, and bond counsel, they recommend engaging with Causey Public Finance to perform these services. The anticipated cost is approximately \$1000/year.
- 6) Brown explains that there were some delays in the beginning that prevented them from getting started, the original completion date was January 7, 2026. He says that extending the completion date does not change the contract price.
- 7) Finance Director Katie Thompson explains that the State of Montana has a grant opportunity to purchase emergency vehicles in tourism affected communities. The Town successfully obtained the same grant during the last cycle for \$65,000 to fund a new police vehicle.
- 8) Mayor Watt explains that Section 5a, Finance and Budgeting, of the Interlocal Agreement with the Hebgen Basin Fire District provides that each party shall annually, prior to the date of the approval of its budget, appoint one representative to a committee. Fire Chief Shane Grube contends that the contract stipulates that a budget committee be put together every year, which did not happen until two years ago. He requests that they sit down and re-write the document with two members of the council, two members of the Fire Board, the Town Manager and Fire Chief. He says the current contract and funding levels are not serving the needs of the district and shares call volume statistics. He requests that they completely re-write the document to meet current needs.

Forsythe explains that he served on this board ten years ago and recognizes that problems with the HBFD have existed for the last three years. He says that they need to address the agreement and take care of the issues.

- A) **Town Manager & Staff Reports:** Town manager Dan Walker thanks the Department Heads and Supervisors for their reports earlier this evening. He reports on a recent infrastructure committee meeting regarding the development of the 80 acres. He says they also talked about the SFEs for the Moonrise project, reporting, interactive mapping for the Parks Master Plan. He attended a Hebgen Basin Solid Waste Board meeting last

week where they discussed the current recycling agreement with 4 Corners Recycling. Walker reports that he and Planning Consultant Scott Hazelton met with the Forest Service regarding the access easements in the 80 acres and they believe they will be able to move one of the designated easements over to line up with Madison Avenue. He also notes that the deadline for the Social Services Assistant job is this Friday.

- B) **Advisory Board Reports:** Council Member Benike mentions he attended a Business Improvement Advisory Board Meeting and MAP Fund Advisory Board. There was a lot of discussion about providing more trash cans downtown.
- C) Town Manager Dan Walker explains that they establish primary and secondary priorities for the Town Council and staff at the beginning of each year. He says this process helps them determine what to dedicate their time to. Walker provides a copy of the priorities the Council adopted last year. He explains that at the next meeting, he will report on status of each identified priority from 2025. They will also discuss setting priorities for 2026. Walker shares a list of priorities he has identified that they can start with and invites the Council members to let him know what they think should be prioritized. They will discuss and plan to adopt priorities for the Town Council and staff at the next meeting.

The meeting is adjourned at 7:45 PM.

Mayor

ATTEST:

Town Clerk



WEST YELLOWSTONE POLICE DEPARTMENT

124 Yellowstone Ave • West Yellowstone, Montana 59758
(406) 646-7600 • police@townofwestyellowstone.com

DATE: 01/29/2026

Weekly Report

Administrative / Command Staff Activity

- Continued working with Dispatch Supervisor Brenda on updates and changes within CentralSquare, focusing on creating more streamlined and efficient processes for both officers and dispatchers.
- Attended a meeting with CentralSquare Support regarding system functionality, optimization, and ongoing support needs.
- Scheduled officers for additional upcoming training opportunities.
- Attended a meeting with the Missouri River Drug Task Force.
- Attended the Gallatin County Rescue Task Force Meeting, focusing on coordinated responses to high-risk and active-threat incidents.
- Applied for a grant to secure funding for Active Killer Response vests for officers to improve safety and preparedness.

Dispatch / Communications Update

(Provided by Dispatch Supervisor Brenda)

- Met with CentralSquare and successfully went live with the web-based CentralSquare module.
 - The transition went very well with minimal issues reported.
- Experienced a phone failure due to Lumen issues.
 - All administrative phone lines except one were down.
 - 911 lines remained operational throughout the outage.
- Attended the Gallatin County 911 Advisory Board Meeting.
- Attended a call review meeting with Chief White and Chief Grube.
- Dispatcher Nichols resigned, leaving one open dispatcher position.

Staffing Update

- Officer Rick Nickolaus and Officer Devin Wegener have completed their training and are now covering shifts.
- The department has received two new police officer applications.
- There are currently two open sworn officer positions.
- Hiring cannot proceed at this time due to the lack of active Police Commissioners.
- There are three open Police Commission positions, which must be filled to move forward with the hiring process.

Calls for Service / Activity Summary

- Calls for Service: 135
- Citations Issued: 14
- Warnings Issued: 51
- Cases Generated: 4
- Arrests: 1
- Search and Rescue Responses: 3
- Vehicle Crashes: 5
- Fire / EMS Assist Calls: 9

Chief Corey White

West Yellowstone Police Department.



Week of 01.26.2026

Liz and I met with the whole Public Works team to review entering timecards. We went over the basics, and I made them a scenario for us all to be refreshed. It was a great exercise to answer specific questions that had come up and to review what their union contract states along with our personnel manual. It may have sparked some thought into other activities we could do for our team moving forward to keep us all refreshed.

I was able to attend the close out call for the Gibbon Ave project. NeighborWorks Montana led the call and went through the guidelines and expectations of the loan paperwork with the Gibbon Ave Housing Co-op Board in a way it's easier to be tracked. NeighborWorks Montana has made the transition off technical assistance and Rick Simkins from HRDC has taken on the technical assistance as HRDC holds the CLT (Community Land Trust). I've had to work on getting payments set up from the Housing Co-op this week.

1099's were processed and sent out before the deadline.

Our Housing Education meetings will be February 24, March 9 and March 24 at the school. Dinner will be served at 5:30 p.m. with speakers starting at 6:00 p.m.

Public works report

January 26th thru 29th

RSCI contractors have been working on the following items this week

Handrails around the Head works screens, primary steel on the thickener building, cantilever platform, man doors and roll up doors, floor Aerators, pulling wire to the heads works room along the cable trays, Basin air piping.

Working with I-Meg on the Scada system design, trying to get an idea on how many computer tags we will need to complete the system.

Met with Bridger Built Construction and TD&H Engineering regarding the progress on the police station upgrade. It looks like things are coming along.

We have Ben from Broad Water Mechanical down this week repairing equipment, dump truck fueling system and tail gate air system issues, John Deere 5055 electrical short issues, 812G loader new hinky blade electrical switch, police vehicles, and dump truck air dryer systems.

Met with Kristy Coffin to discuss the future green way project and wear public works can be a part.

Finishing up all the EPA 2025 paperwork that was due by the 28th of the month.

Comments made to Scott Hazelton on the proposed Mariott project before it goes to planning board.

Manhole inspections throughout Town, had Montana drain do some cleaning on some bad sections.

Replaced some damaged stop signs in Town and put up more signage on the snowmobile trails to make sure traffic was not trying to drive on them.

If you have any questions, please contact me.

Jon Brown

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 1/29/2026
Date: Thursday, January 29, 2026 4:04:46 PM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, January 29, 2026 1:03 PM
To: Jon Brown <jbrown@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet points 1/29/2026

Bullet points 1/29/2026

- #1 Ice rink maintenance
- #2 Sign permit for 40 N canyon
- #3 Inspect police office construction
- #4 Inspect sewer plant
- #5 Registered for MT Building Codes Conference March 30th -April 2nd
- #6 Vehicle maintenance



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

Ktanner@townofwestyellowstone.com

Cell # 406-640-0141



HIGHLIGHTS JAN 22ND – 29TH

Food bank = 35

Clothing bank = 10

Volunteers = 4

Community Service hours (10) = 1

Medicaid = 3

Clothing donations = 3

Point System worker = 1

Food donations = 2

Medicaid assists = 3

Grocery Store donation = 1

Housing inquiries = 2

Cleaning and re-stocking the supply room and lobby

- **I am coordinating with behavioral therapists from Idaho and Montana to try to establish monthly visits to support families with mental wellness concerns.**
- **Structuring Self-Reliance classes for 2026**
- **Organizing all record-keeping binders for the new year**



Weekly Recreation Snapshot

Town of West Yellowstone • Recreation Coordinator: Rachel Spence

Week of: 01/25/26 **Submitted to:** Dan Walker, Town Manager

💡 **Highlight of the Week:** Another great turnout at youth basketball clinics, with 36 kids participating yesterday. High school boys and girls from the team have been volunteering, which helps connect younger kids with positive role models while giving high school students an opportunity to give back. Seeing kids return week after week and genuinely having fun tells me we're doing something right

Weekly Updates (3–5)

1. I spoke with Britani Laughery from the Montana Municipal Interlocal Authority, who is helping me understand our insurance coverage and ensure all recreation events are properly covered. I also received helpful guidance on risk management policies that should be in place, important steps in creating safe, well-run programs.
2. More Povah Center reservations this period. I am working on improving the reservation system, including updating the current rental sheet to make it clearer, easier to follow, and more transparent about what is included and what isn't.
3. I checked in with Brenda at the Police Department to make sure our line of communication is open and that they are comfortable with the procedures for checking out the Povah Center key. Brittany has given her access to our shared calendar, which is very helpful and ensures we all know who is using the space.
4. I emailed the school to ensure we are all on the same page regarding which programs are run through the town and which are run through the school. Additional follow-up is needed to make sure we have everything in place on our end to be fully covered for recreation programs.
5. I've already received two requests for summer use of the Pavilion and am learning the rental process for that space. I am also creating a checklist of criteria that must be met before a fee can be waived, to make sure procedures are clear, consistent, and fair for all groups.

6. I scheduled a Cookie Decorating evening for kids, an event focused on bringing families together and enjoying a simple, joyful event. Cookies, icing, and sprinkles are ordered, flyers are out, and there's already a lot of excitement!

Goals / Next Steps: There is no shortage of things to work on in this position. One of my goals is to strengthen communication within the community, starting with outreach to the school and Police Department. I'd like to continue that effort with the Library and the Foundation. Each week is flying by.

HOME OF THE WOLVERINES

HOME	PERIOD	GUEST
	1	
FOULS	PLAYER FOUL	FOULS
SCORE	MATCH	SCORE

Langlas & Associates
First Security Bank
Business Together





Valentines Cookie Decorating

We'll provide the cookies, icing and sprinkles!
You provide the creativity!
Open to all ages!



Tuesday February 10th 5:30 - 7:00PM, Povah Center

Questions? Contact Rachel, Recreation Coordinator 406-646-7715 Rspence@townofwestyellowstone.com



Montana Code Annotated 2023

TITLE 7. LOCAL GOVERNMENT

CHAPTER 32. LAW ENFORCEMENT

Part 41. Municipal Police Force

Police Commission Required In All Cities And Some Towns

7-32-4151. Police commission required in all cities and some towns. (1) In all cities and some towns, the mayor, or the manager in those cities operating under the commission-manager plan, shall nominate and, with the consent of the city council or commission, appoint three residents of such city or town who shall have the qualifications required by law to hold a municipal office therein and who shall constitute a board to be known by the name of "police commission".

(2) This section shall apply to organized police departments in every city and town of the state which have three or more full-time law enforcement officials, regardless of the form of government under which said city or town may be operating or may at any time adopt.

History: En. Sec. 4, Ch. 136, L. 1907; Sec. 3307, Rev. C. 1907; re-en. Sec. 5098, R.C.M. 1921; amd. Sec. 1, Ch. 119, L. 1923; re-en. Sec. 5098, R.C.M. 1935; amd. Sec. 1, Ch. 96, L. 1939; amd. Secs. 4, 5, Ch. 152, L. 1947; amd. Sec. 1, Ch. 194, L. 1975; R.C.M. 1947, 11-1804(part).

Montana Code Annotated 2023

TITLE 7. LOCAL GOVERNMENT

CHAPTER 32. LAW ENFORCEMENT

Part 41. Municipal Police Force

Role Of Police Commission In Examination Of Applicants For Police Force

7-32-4154. Role of police commission in examination of applicants for police force. It shall be the duty of the police commission to examine all applicants whose applications have been referred to the commission as to their age, legal, mental, moral, and physical qualifications and their ability to fill the office as a member of the police force. It shall also be the duty of the police commission, subject to the approval of the mayor, to make such rules regarding such examinations not inconsistent with this part or the laws of the state.

History: En. Sec. 5, Ch. 136, L. 1907; Sec. 3308, Rev. C. 1907; amd. Sec. 2, Ch. 198, L. 1921; re-en. Sec. 5099, R.C.M. 1921; amd. Sec. 3, Ch. 119, L. 1923; re-en. Sec. 5099, R.C.M. 1935; R.C.M. 1947, 11-1805(part).

Montana Code Annotated 2023

TITLE 7. LOCAL GOVERNMENT

CHAPTER 32. LAW ENFORCEMENT

Part 41. Municipal Police Force

Role Of Police Commission In Hearing And Deciding Appeals Brought By Police Officers

7-32-4155. Role of police commission in hearing and deciding appeals brought by police officers. (1) The police commission shall hear and decide appeals brought by any member or officer of the police department who has been disciplined, suspended, removed, or discharged by an order of the mayor, city manager, or chief executive.

(2) The police commission shall, at the time set for hearing an appeal of a police officer, hear and determine the appeal according to the rules of evidence applicable to courts of record in the state.

History: En. Sec. 6, Ch. 136, L. 1907; Sec. 3309, Rev. C. 1907; re-en. Sec. 5100, R.C.M. 1921; amd. Sec. 4, Ch. 119, L. 1923; re-en. Sec. 5100, R.C.M. 1935; amd. Sec. 1, Ch. 72, L. 1955; amd. Sec. 1, Ch. 28, L. 1959; R.C.M. 1947, 11-1806(part); amd. Sec. 5, Ch. 468, L. 1993; amd. Sec. 721, Ch. 61, L. 2007.

