

# Town of West Yellowstone

Tuesday, February 17, 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 – 6:00 PM

FY 2027 Budget Introduction

Discussion

## TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7024 to Tri-State Excavating, snow hauling January 2026, \$7948.07

Claims

Business License Applications: Gibbon Avenue, Inc. – residential rental cooperative

Ivory Property Management – cleaning/maintenance services

Minutes: **February 3, 2026 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

### **Public Hearing: Conditional Use Application, 101 S Canyon Street, Travel Trailer Park Expansion**

### **NEW BUSINESS**

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Conditional Use Application, 101 S Canyon Street, Travel Trailer Park Expansion Discussion/Action

Application to Maintain an Encroachment, 101 S Canyon Street Discussion/Action

TownePlace Suites, 105 S Faithful, Site Plan Approval, 100-unit lodging facility Discussion/Action

Marketing and Promotions Fund Award Recommendations Discussion/Action

- Octane Expo & Snowmobile Rodeo, March 6-7, 2026, additional \$26,700
- Taste of Trails, February 14, 2026, \$500

Event Permits Discussion/Action

- Yellowstone Rendezvous Race, March 7, 2026 – Outside Amplification Permit
- Yellowstone Half Marathon & 5K, June 12-13, 2026 – Outside Amplification Permit

AARP Community Challenges Grant Application Discussion/Action

Council Member Resignation, Jeff Mathews Discussion/Action

Town Council Priorities for 2026 Discussion/Action

Town Attorney/Legal Services Contract 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](http://www.townofwestyellowstone.com). Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or [eroos@townofwestyellowstone.com](mailto: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](http://www.townofwestyellowstone.com).



P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 2/11/26

Ship Via Public works

Order No. **7024**

Department 1000-430200-357<sup>SB</sup>

TO: TRI State

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<u>Dump Truck For Hauling Snow</u>

Estimated Cost \$ 7,948.07

Requested By: [Signature]

Accounting Code 1000-430200-357<sup>SB</sup>

Authorized By: [Signature]

VENDOR COPY - White OFFICE COPY - Canary

Approved By: [Signature]

1060-430200-357<sup>23</sup>



PO BOX 853  
 11 Gibbon Ave.  
 West Yellowstone,  
 MT 59758

# Invoice

Date	Invoice #
2/5/2026	18681SJAN

Bill To
Town Of West Yellowstone P.O. Box 1570 West Yellowstone, MT 59758

P.O. No.	Terms
	Net 30

Qty	Description	Rate	Amount
	Invoice for January 2026 snow removal		
11.801	Use of Dump truck for hauling snow 1/08/2026	165.00	1,947.17
8.9	Use of Dump truck for hauling snow 1/08/2026	165.00	1,468.50
5.601	Use of Dump truck for hauling snow 1/09/2026	165.00	924.17
5.901	Use of Dump truck for hauling snow 1/09/2026	165.00	973.67
3	Use of Dump truck for hauling snow 1/07/2026	165.00	495.00
2.417	Use of Dump truck for hauling snow 1/07/2026	165.00	398.81
3.9	Use of Dump truck for hauling snow 1/08/2026	165.00	643.50
1.15	Use of Dump truck for hauling snow 1/08/2026	165.00	189.75
5.5	Use of Dump truck for hauling snow 1/08/2026	165.00	907.50
	Thank you for being a customer! Please call the office if you have any questions or concerns (406) 640.0216		

<b>Total</b>	\$7,948.07
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$7,948.07

Phone #
406-640-0216

E-mail
tristate1billing@gmail.com

02/13/26  
13:52:37

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

Page: 1 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53179		1089 Gallatin County Treasurer	497.00					
	01/31/26	Tech surcharge	170.00		COURT	7458 212200		101000
	01/31/26	MLEA	180.00		COURT	7467 212200		101000
	01/31/26	Victims Assistance	147.00		COURT	7699 212200		101000
53180		2264 MORNING GLORY COFFEE & TEA	46.25					
	081012 02/04/26	Dispatch coffee	46.25		DISP	1000 420160	220	101000
53181		2575 WY Tourism Business Improvement	6,793.88					
	01/31/26	Collections in Jan 2026	6,793.88*		TBID	7202 411800	540	101000
53182		151 Gallatin County WY TS/Compost	408.00					
	02/02/26	Household waste	408.00		PARKS	1000 460430	534	101000
53184	E	2673 First Bankcard	1,040.11					
	01/12/26	Supplies	13.66		FINADM	1000 410510	220	101000
	01/12/26	Bankers Boxes	64.59		ADMIN	1000 410210	220	101000
	01/14/26	Supplies	12.99		FINADM	1000 410510	220	101000
	01/14/26	TownHallSupplies	35.99		TWNHLL	1000 411250	220	101000
	01/14/26	Supplies	20.99		LEGIS	1000 410100	220	101000
	01/14/26	Supplies	90.53		ADMIN	1000 410210	220	101000
	01/14/26	Supplies	49.08		ADMIN	1000 410210	220	101000
	01/22/26	Membership	600.00		FINADM	1000 410510	335	101000
	01/28/26	Postage	3.28		ADMIN	1000 410210	311	101000
	01/30/26	CompanyCam 1/26	149.00		STREET	1000 430200	220	101000
53185	E	2673 First Bankcard	1,557.21					
	01/06/26	Books	1,557.21		LIBRY	2220 460100	215	101000
	02/13/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/13/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/17/26	Market Place-5thgradeparty	0.00		LIBRY	2220 460100	220	101000
	02/17/26	Wild West Pizza-5thgradeparty	0.00		LIBRY	2220 460100	220	101000
	02/23/26	Cotton Gloves	0.00		LIBRY	2220 460100	220	101000
	02/27/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/28/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/28/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/28/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/28/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/02/26	Books	0.00		LIBRY	2220 460100	215	101000
	02/02/26	Books	0.00		LIBRY	2220 460100	215	101000

02/13/26  
13:52:37

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53186		2546 Century Link QCC	14.22					
	768819833	01/24/26 long dist chg 406-646-7600	14.22		DISPAT	1000 420160	345	101000
53188		3242 Fisher's Technology	90.44					
	1606149	12/30/25 MaintenanceAgreement	45.22		HELP	7010 450135	220	101000
	1621150	01/29/26 MaintenanceAgreement	45.22		HELP	7010 450135	220	101000
53189		2952 DIS Technologies	873.97					
	18105	02/05/26 Monthly Managed IT	873.97		IT	1000 410580	355	101000
53190		2421 NAPA Auto Parts	1,640.90					
	01/31/26	Napa Supplies	60.31		STREET	1000 430200	220	101000
	01/31/26	Napa repairs Supplies	628.40		STREET	1000 430200	361	101000
	01/31/26	Napa Equipmnt repairSupplies	796.31		STREET	1000 430200	369	101000
	01/31/26	NAPA Fuel & Oil supplies	155.88		STREET	1000 430200	231	101000
53191		3242 Fisher's Technology	390.13					
	1623735	02/03/26 Toner Supplies	390.13		DSPTCH	1000 420160	220	101000
53192		2558 Hebgen Basin Fire District	57,536.96					
	02/01/26	February 2026	49,753.67		FIRE	1000 420400	357	101000
	02/01/26	February 2026	7,783.29		FIRE	1000 420400	140	101000
53193	E	2673 First Bankcard	1,599.67					
	01/06/26	Rec Supplies	229.99*		REC	1000 460440	220	101000
	01/07/26	Rec Supplies	124.99		REC	1000 460440	216	101000
	01/08/26	Help Fund Supplies	38.65		HELP	7010 450135	220	101000
	01/08/26	Social Supplies	31.00		SOCSE	1000 450135	220	101000
	01/09/26	Rec Supplies	149.99		REC	1000 460440	212	101000
	01/13/26	Rec Supplies	164.07		REC	1000 460440	212	101000
	01/13/26	Help fund supplies	24.00		HELP	7010 450135	220	101000
	01/15/26	Help fund supplies	297.99		HELP	7010 450135	220	101000
	01/15/26	Help fund supplies	112.75		HELP	7010 450135	220	101000
	01/18/26	Social Supplies	36.18		SOCSE	1000 450135	220	101000
	01/28/26	Rec Supplies	60.94*		REC	1000 460440	220	101000
	01/28/26	Rec Supplies	71.99*		REC	1000 460440	220	101000
	01/28/26	Rec Supplies	199.99		REC	1000 460440	212	101000
	01/29/26	Soc Services Training	12.99		SOCSE	1000 450135	380	101000
	02/01/26	Rec Supplies	44.15*		REC	1000 460440	220	101000

02/13/26  
13:52:37

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53194		2952 DIS Technologies	1,535.00					
	18203	02/05/26 Monthly IT	740.00		IT	1000 420160	398	101000
	16549	05/29/25 Domain Registration	50.00*		IT	1000 420160	216	101000
	17416	10/05/26 Monthly IT	745.00		IT	1000 420160	398	101000
53195	E	2673 First Bankcard	3,053.23					
	01/04/26	Dispatch Supplies	51.83		DSPTCH	1000 420160	220	101000
	01/05/26	DispatchSupplies	43.98		DSPTCH	1000 420160	220	101000
	01/05/26	DispatchSupplies	179.91		DSPTCH	1000 420160	220	101000
	01/06/26	Dropbox	173.59*		DSPTCH	1000 420160	216	101000
	01/07/26	CMI Inc	256.99		POLICE	1000 420230	220	101000
	01/08/26	911 computer Supplies	393.60		911	2850 420750	216	101000
	01/09/26	Dry Gas Tank	251.25		POLICE	1000 420230	220	101000
	01/12/26	Dropbox	168.85*		DSPTCH	1000 420160	216	101000
	01/12/26	Postage	18.20		POLICE	1000 420100	311	101000
	01/15/26	APCOInternMemberships	391.00		DSPTCH	1000 420160	335	101000
	01/26/26	Postage	16.72		POLICE	1000 420100	311	101000
	01/27/26	Supplies	119.99		DSPTCH	1000 420160	220	101000
	01/27/26	Supplies	52.98		POLICE	1000 420100	220	101000
	01/28/26	Travel Dispatch	280.14		DSPTCH	1000 420160	370	101000
	01/28/26	Travel Dispatch	14.40		DSPTCH	1000 420160	370	101000
	01/27/26	Travel Dispatch	390.80		DSPTCH	1000 420160	370	101000
	01/28/26	APCOInternTraining	249.00		DSPTCH	1000 420160	380	101000
53196		2852 Blackfoot Communications	1,954.82					
	02/01/26	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	02/01/26	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	02/01/26	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	02/01/26	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	02/01/26	646-7311, social services	20.00		SOCSRV	1000 450135	345	101000
	02/01/26	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	02/01/26	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	02/01/26	646-7609, public works	20.00		PUBSVC	1000 430200	345	101000
	02/01/26	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	02/01/26	646-7715, povah center	25.14		POVAH	1000 411255	345	101000
	02/01/26	646-7795, town hall	233.15		TWNHAL	1000 411250	345	101000
	02/01/26	646-7845, court clerk	0.00		COURT	1000 410360	345	101000
	02/01/26	646-9017, library	44.14		LIBRAR	2220 460100	345	101000
	02/01/26	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	02/01/26	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	02/01/26	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	02/01/26	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	02/01/26	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	02/01/26	ethernet, public works shop	125.00		STREET	1000 430200	345	101000

02/13/26  
13:52:37

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Claim Approval List  
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Page: 4 of 12  
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	02/01/26	602-4909, town hall judge	14.71		COURT	1000 410360	345	101000
	02/01/26	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	02/01/26	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/26	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/26	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	02/01/26	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	02/01/26	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/26	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/26	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/26	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	02/01/26	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	02/01/26	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	02/01/26	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	02/01/26	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	02/01/26	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
53197		3476 RSCI	1140,638.40					
	17 01/31/26	WWTP Contractor Payment	1140,638.40		WWTP	5320 430640	951	101000
53198	E	2964 CITI CARDS	1,597.14					
	01/06/26	Zoom Renewal	159.90		LEGIS	1000 410100	220	101000
	01/15/26	Supplies	49.14		ADMIN	1000 410210	220	101000
	01/16/26	Supplies	-46.80		ADMIN	1000 410210	220	101000
	01/20/26	FoodRoundupTC	54.06		LEGIS	1000 410100	220	101000
	01/20/26	YellowstoneProviisions TC	18.17		LEGIS	1000 410100	220	101000
	01/24/26	Bluehost Web	767.52		IT	1000 410580	355	101000
	01/28/26	Supplies	64.48		ADMIN	1000 410210	220	101000
	01/30/26	CloudConvert TC meettoMP3	18.00		ADMIN	1000 410210	220	101000
	02/03/26	Hanks Chop Shop TC	103.89		LEGIS	1000 410100	220	101000
	02/03/26	FoodRoundup TC	13.78		LEGIS	1000 410100	220	101000
	02/04/26	MTGrownLeadershipMSU	395.00		ADMIN	1000 410210	380	101000
53199		2 Forsgren Associates P.A.	15,002.75					
	126028 01/23/26	WWTP	15,002.75		WWTP	5320 430640	951	101000
53202	E	2323 Montana Department of Revenue	11,521.60					
	17 01/31/26	WWTP	11,521.60		WWTP	5320 430640	951	101000
53204		2845 Kasting, Kauffman & Mersen, PC	6,890.74					
	02/10/26	Legal Fees	6,890.00		LEGAL	1000 411100	352	101000
	02/10/26	Postage	0.74		LEGAL	1000 411100	870	101000

02/13/26  
13:52:37

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53205		3241 Bridger Analytical Lab	330.00					
	2602236	02/13/26 Water Testing Fees	297.00		WATER	5210 430500	348	101000
	2602256	02/13/26 Water Testing Fees	33.00		WATER	5210 430500	348	101000
53207		1 First Security Bank of BZN, Div	43,885.93					
	02/01/26	80Acres Princi	39,167.48*		DEBT	2100 490200	610	101000
	02/01/26	80Acres Inter	4,718.45		DEBT	2100 490200	620	101000
53208		1514 Verizon Wireless	954.32					
	23 Smartphones							
	01/20/26	640-0108, Police	41.50		POLICE	1000 420100	345	101000
	01/20/26	640-0141 Street SP	41.49		STREET	1000 430200	345	101000
	01/20/26	640-0159 Street SP	41.49		STREET	1000 430200	345	101000
	01/20/26	640-0606 911 Dispatch	41.50		911	1000 420160	345	101000
	01/20/26	640-1103, Operator SP	41.49		STREET	1000 430200	345	101000
	01/20/26	640-1460, Library Dir, SP	41.49		LIBRAR	2220 460100	345	101000
	01/20/26	640-1461, S & W operator, SP	41.49		SEWER	5310 430600	345	101000
	01/20/26	640-1462, S & W Super, SP	41.49		WATER	5210 430500	345	101000
	01/20/26	640-1463, Deputy PSS, SP Sspnd	41.49		PARKS	1000 460430	345	101000
	01/20/26	640-1472, Ops Mgr, SP	41.50*		ADMIN	1000 410210	345	101000
	01/20/26	640-1676, Rec Coor, SP	41.49		REC	1000 460440	345	101000
	01/20/26	640-1754, COP, SP	41.49		POLICE	1000 420100	345	101000
	01/20/26	640-1755, Police	41.49		POLICE	1000 420100	345	101000
	01/20/26	640-1756, Police	41.49		POLICE	1000 420100	345	101000
	01/20/26	640-1757, Police	41.49		POLICE	1000 420100	345	101000
	01/20/26	640-1758, Head Dispatcher	41.49		DSPTCH	1000 420160	345	101000
	01/20/26	640-1759, Police	41.49		POLICE	1000 420100	345	101000
	01/20/26	640-7547,WS Super	41.51		SEWER	5310 430600	345	101000
	01/20/26	640-9074, PSS, SP	41.49		STREET	1000 430200	345	101000
	01/20/26	640-2354 Social Services	41.49		SOCSEK	1000 450135	345	101000
	01/20/26	640-2629 City Judge	41.49		COURT	1000 410360	345	101000
	01/20/26	640-7108 Police Officer	41.49		POLICE	1000 420100	345	101000
	01/20/26	640-7873 Equip Operator	41.49		STREET	1000 430200	345	101000
53209		3524 Greater Yellowstone Cleaning	2,849.00					
	02/02/26	Town Hall Cleaning 1/2026	880.00		TWNHLL	1000 411250	357	101000
	02/02/26	Library Cleaning 1/2026	585.00		LIBRY	1000 411259	357	101000
	02/02/26	Povah Cleaning 1/2026	1,080.00		POVAH	1000 411255	350	101000
	02/02/26	Rendezvous Cleaning 1/2026	264.00		RENDEZ	1000 411256	350	101000
	02/02/26	Public Works Bathrooms 1/2026	40.00		PARKS	1000 411253	357	101000

02/13/26  
13:52:37

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

Page: 6 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53210		2546 Century Link QCC	403.33					
	772284533	02/01/26 Voice/Text2-911158435022	403.33		911	2850 420750	398	101000
53211		95 NorthWestern Energy	4,158.72					
	01/30/26	nat gas 4295437-0 UPDL	119.39		UPDH	1000 411252	344	101000
	01/30/26	nat gas 4295438-8 Police	30.69		POLBLD	1000 411258	344	101000
	01/30/26	nat gas 425439-6 WY BuldDept	187.24		STREET	1000 430200	344	101000
	01/30/26	nat gas 4295447-9 Povah	1,164.70		POVAH	1000 411255	344	101000
	01/30/26	nat gas 4295466-9 Library	513.22		LBRY	1000 411259	344	101000
	01/30/26	nat gas 4295628-4 OldFirehall	257.22		PARK	1000 460430	344	101000
	01/30/26	nat gas 4295822-3 Iris Lift St	49.05		SEWER	5310 430600	344	101000
	01/30/26	nat gas 4295935-3 Mad Add Sew	21.45		SEWER	5310 430600	344	101000
	01/30/26	nat gas 4295947-8 PW Shop	1,036.33		STREET	1000 430200	344	101000
	01/30/26	nat gas 4295675-5 TwnHll	779.43		TWNHLL	1000 411250	344	101000
53212		266 Utilities Underground Location	1.75					
	6015388	01/31/26 excavation notifications	1.75		SEWER	5310 430600	357	101000
53213	E	2673 First Bankcard	447.16					
	01/13/26	MVDPlateregistration	47.48		WATER	5210 430500	870	101000
	01/13/26	MVDPlateregistration	47.48		SEWER	5310 430600	870	101000
	01/21/26	Equipment Repair	152.20		STREET	1000 430200	369	101000
	01/26/26	Radio Renewal	200.00		STREET	1000 430200	362	101000
53215	E	2789 WEX Bank	5,739.17					
	01/31/26	10 JD Backhoe 310SJ	288.14		STREET	1000 430200	231	101000
	01/31/26	91 Ford 6-582	255.04		STREET	1000 430200	231	101000
	01/31/26	Larue D55 SnowBlower	174.04		STREET	1000 430200	231	101000
	01/31/26	Grader	0.00		STREET	1000 430200	231	101000
	01/31/26	14 Water Truck	0.00		STREET	1000 430200	231	101000
	01/31/26	2010 JD 772 Grader	1,150.69		STREET	1000 420100	231	101000
	01/31/26	92 SS Blower-Yellow	184.36		STREET	1000 430200	231	101000
	01/31/26	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	01/31/26	08 GMC Pickup 6-1484	0.00		STREET	1000 430200	231	101000
	01/31/26	JD Loader 624P	388.28		STREET	1000 430200	231	101000
	01/31/26	08 CAT 938H Loader	212.07		STREET	1000 430200	231	101000
	01/31/26	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	01/31/26	15 Ford F-250	204.99		STREET	1000 430200	231	101000
	01/31/26	18 2018 Dodge Ram-PW	0.00		STREET	1000 430200	231	101000
	01/31/26	18 Dodge Ram-Police	0.00		POLICE	1000 420100	231	101000
	01/31/26	19 Dodge Durango PD	165.40		POLICE	1000 420100	231	101000
	01/31/26	Multi-Use Vehicle - Sienna	0.00		WATER	5210 430500	231	101000
	01/31/26	Multi-Use Vehicle - Sienna	30.94*		ADMIN	1000 410210	370	101000
	01/31/26	06 Dodge Durango 6-2010	89.01		STREET	1000 430200	231	101000

02/13/26  
13:52:37

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

Page: 7 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/31/26	Dumptruck	103.61		STREET	1000 430200	231	101000
	01/31/26	15 Sweeper 6-1151	0.00		STREET	1000 430200	231	101000
	01/31/26	'00 FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000
	01/31/26	'14 Ford Intercep	26.01		POLICE	1000 420100	231	101000
	01/31/26	PD Dodge Ram#1	0.00		POLICE	1000 420100	231	101000
	01/31/26	PD Dodge Ram#2	0.00		POLICE	1000 420100	231	101000
	01/31/26	01 Frht truck #1	110.95		STREET	1000 430200	231	101000
	01/31/26	01 Frht truck #2	0.00		STREET	1000 430200	231	101000
	01/31/26	19 Dodge 5500	0.00		STREET	1000 430200	231	101000
	01/31/26	'17 Chevy 3/4 ton white	86.74		STREET	1000 430200	231	101000
	01/31/26	'13 Chevy 3500	82.80		STREET	1000 430200	231	101000
	01/31/26	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	01/31/26	Pickup 6-1450	41.98		STREET	1000 430200	231	101000
	01/31/26	2022 Ford F-150 Police	360.73		POLICE	1000 420100	231	101000
	01/31/26	Tractor	130.70		STREET	1000 430200	231	101000
	01/31/26	2010 Ford Exped6-000046	25.46		HELP	7010 450135	231	101000
	01/31/26	SS Blower Green	236.44		STREET	1000 430200	231	101000
	01/31/26	24 Police F-150 #1 PD23502	281.95		POLICE	1000 420100	231	101000
	01/31/26	24 Police F-150 #2 PD63144	530.53		POLICE	1000 420100	231	101000
	01/31/26	Police F-150 Blue 64373	317.58		POLICE	1000 420100	231	101000
	01/31/26	25 Chevy 3500 Pickup 3835	203.12		STREET	1000 430200	231	101000
	01/31/26	17 Chevy 2500 5578	57.61		STREET	1000 430200	231	101000
53217		1514 Verizon Wireless	430.19					
		7 laptops						
		5 pd cams						
	01/20/26	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	01/20/26	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	01/20/26	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	01/20/26	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/26	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	01/20/26	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/26	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/26	451-3287 PDCam1	30.02		POLICE	1000 420100	345	101000
	01/20/26	451-3386 PD Cam2	30.02		POLICE	1000 420100	345	101000
	01/20/26	451-3514 PD Cam3	30.02		POLICE	1000 420100	345	101000
	01/20/26	451-3595 PD Cam4	30.02		POLICE	1000 420100	345	101000
	01/20/26	451-3731 PD Cam5	30.04		POLICE	1000 420100	345	101000
53239		2856 DANA Safety Supply, Inc.	2,400.00					
	998047	01/29/26 TransportofVehicle	2,400.00		CIP	4000 420110	944	101000

02/13/26  
13:52:37

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

Page: 8 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53240		3523 Sunflower Peak Planning	4,753.75					
	WYM26-001	02/02/26 ProfessionalFees ParksPlan	3,000.00		PARKS	1000 460430	357	101000
	WYM26-001	02/02/26 ProfessionalFees 80 Acres	201.25		80ACRE	4030 430630	354	101000
	WYM26-001	02/02/26 ProfessionalFees	1,552.50*		PLNNG	1000 411000	354	101000
53241		2491 MMIA	3,000.00					
	1005858	01/31/26 BoomLiftStrtlightchange-Simmo	1,500.00*		LIBLTY	1000 510330	513	101000
	1005858	01/31/26 GraderHit-McLuskie	1,500.00*		LIBLTY	1000 510330	513	101000
53242		1331 West Yellowstone Foundation	20.00					
	1302026	01/30/26 Bus Vouchers	20.00		HELP	7010 450135	370	101000
53243		135 Food Roundup	412.62					
	01/05/26	VehicleServicBookSupplies	12.16		STREET	1000 430200	220	101000
	01/05/26	Building DeptSupplies	16.36		BLDNG	1000 420531	220	101000
	01/12/26	CareofPrisonerSupplies	40.13		POLICE	1000 420230	220	101000
	01/22/26	FoodBankSupplies	343.97		HELP	7010 450135	220	101000
53244		2099 Quick Print of West Yellowstone	167.65					
	21683	01/12/26 Supplies	93.80		STREET	1000 430200	220	101000
	21685	01/12/26 Rec Supplies	26.84*		REC	1000 460440	220	101000
	21723	01/23/26 Supplies	34.45		STREET	1000 430200	220	101000
	21757	02/02/26 Supplies	9.00		ADMIN	1000 410210	220	101000
	21759	02/02/26 Rec Supplies	3.56		REC	1000 460440	321	101000
53245		764 General Distributing Co.	92.75					
	1597700	01/31/26 Welding Supplies	92.75		STREET	1000 430200	231	101000
53246		2922 Woody Smith Ford, Inc.	60.81					
	6117856/1	02/03/26 Oil Change	60.81		POLICE	1000 420100	231	101000
53247		2537 Balco Uniform Co., Inc.	127.00					
	86564-3	02/02/26 Uniform-Nicholaus	127.00*		POLICE	1000 420100	226	101000
53248		3552 St. Luke Community Healthcare	350.00					
	GN00046314	01/26/26 Physical-Wegener	350.00*		POLICE	1000 420100	351	101000
53249		533 Market Place	956.33					
	01/13/26	Food Bank Supplies	305.00		HELP	7010 450135	220	101000
	01/21/26	Food Bank Supplies	230.56		HELP	7010 450135	220	101000
	01/27/26	Food Bank Supplies	420.77		HELP	7010 450135	220	101000

02/13/26  
13:52:37

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

Page: 9 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53250		3 US Postmaster	234.00					
	02/04/26	Stamps	78.00		FINADM	1000 410510	311	101000
	02/04/26	Stamps	78.00		ADMIN	1000 410210	311	101000
	02/04/26	Stamps	78.00		POLICE	1000 420100	311	101000
53251	E	2088 Town West Yellowstone	50.00					
	02/04/26	Petty Cash	50.00		POVAH	1000 101000		101000
53252		999999 BRANDON JAMES EGBERT	415.00					
	02/04/26	Exonerated Bond-Egbert	415.00		COURT	7469 212401		101000
53253		1454 Bozeman Daily Chronicle/Big Sky	33.00					
	714645 02/05/26	Publichearingl01SCanyon	33.00		ADMIN	1000 410210	327	101000
53254		254 Firehole Fill Up/Economart	763.19					
	01/31/26	Fuel	763.19		STREET	1000 430200	231	101000
53255		3527 Torgerson's Equipment	2,457.34					
	43120 01/22/26	Equipment Repairs	1,594.82		STREET	1000 430200	369	101000
	42817 01/09/26	Equipment Repairs	60.00		STREET	1000 430200	369	101000
	42818 01/09/26	Equipment Repairs	656.80		STREET	1000 430200	369	101000
	42880 01/13/26	Equipment Repairs	118.75		STREET	1000 430200	369	101000
	42917 01/14/26	Equipment Repairs	26.97		STREET	1000 430200	369	101000
53256		2455 Tri State Excavating, LLC	9,101.88					
	18315 10/22/25	RoadBase 9/25	591.46		STREET	1000 430200	398	101000
	18219 09/24/25	RoadBase 7/25	562.35		STREET	1000 430200	398	101000
	18681SJan 02/05/26	UseofDumptrktohaulsnow 1/26	7,948.07		STREET	1000 430200	357	101000
53257		3261 Targhee Services	3,799.80					
	74 02/06/26	Auto Repairs	1,619.95		STREET	1000 430200	361	101000
	75 02/06/26	Auto Repairs	1,619.95		STREET	1000 430200	361	101000
	76 02/06/26	Auto Repairs	120.00		STREET	1000 430200	361	101000
	77 02/06/26	Auto Repairs	99.95		STREET	1000 430200	231	101000
	78 02/06/26	Auto Repairs	120.00		STREET	1000 430200	361	101000
	79 02/06/26	Auto Repairs	219.95		STREET	1000 430200	361	101000
53258		3245 4 Corners Recycling LLC	299.40					
	5848 12/28/25	Recyclepull fees 12/25	299.40		PARKS	1000 460430	534	101000

02/13/26  
13:52:37

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

Page: 10 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53259		40 Jerry's Enterprises	1,322.97					
	01/31/26	Fuel	1,322.97		STREET	1000 430200	231	101000
53260		3437 T-Mobile	25.31					
	3459434-28	01/31/26 Connected Devices	25.31		TWNHLL	1000 411250	345	101000
53261		3499 BROADWATER EQUIPMENT SERVICES	2,742.18					
	1209	02/05/26 Equipment Repairs	1,854.97		STREET	1000 430200	369	101000
	1208	02/05/26 Equipment Repairs	887.21		STREET	1000 430200	369	101000
53262		3525 Hillyard Inc.	636.52					
	90024332	02/09/26 Cleaning Supplies	636.52		PARKS	1000 460430	220	101000
53263		3350 Mid-American Research Chemical	1,042.78					
	0865476	12/04/25 Water Supplies	1,042.78		WATER	5210 430500	220	101000
53264		2667 Bear Country Bakery	286.00					
	78	02/09/26 Rec SuppliesCookie Dec	286.00*		REC	1000 460440	220	101000
53265		3553 Blackout Auto Service	2,320.34					
	#8	12/16/25 VehicleRepairFordExplorer	1,870.37		STREET	1000 430200	361	101000
	#6	12/05/25 VehicleRepairFordExpedition'10	449.97		STREET	1000 430200	361	101000
53266		3554 Bedrock Masonry Inc.	952.50					
	596	12/01/25 FenceforLittleRangersLearning	952.50		LRNGCT	1000 411254	366	101000
53267		2116 MT DEQ/WWOC	280.00					
	02/11/26	3CWastewaterApp-Moldenhauer	70.00		SEWER	5310 430600	380	101000
	02/12/26	2BtWaterApp-Nguyen	70.00		WATER	5210 430500	380	101000
	02/13/26	Exam Fee Moldenhauer	70.00		SEWER	5310 430600	380	101000
	02/13/26	Exam Fee Nguyen	70.00		WATER	5210 430500	380	101000
53268		2952 DIS Technologies	1,341.00					
	18308	02/09/26 Computer TownManager	1,341.00*		ADMIN	1000 410210	212	101000
53269		3508 Corey White	266.00					
	02/11/26	Property/EvidenceTraining	266.00		POLICE	1000 420100	370	101000
53270		3549 Devin Wegener	266.00					
	02/11/26	Property/Evidence Training	266.00		POLICE	1000 420100	220	101000

02/13/26  
13:52:37

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

Page: 11 of 12  
Report ID: AP100

For dates posted from 02/04/26 to 02/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53271		999999 SARA N. BRUNS	885.00					
	02/10/26	ExoneratedBond -Bruns	885.00		COURT	7469 212401		101000
53272		3236 Nubia Allen	150.00					
	02/10/26	Spanish Interpreter-Alviizar	75.00		COURT	1000 410360	350	101000
	02/10/26	Spanish Interpreter-Modestoe	75.00		COURT	1000 410360	350	101000
		<b># of Claims</b>	<b>65</b>	<b>Total: 1355,893.11</b>				
<b>Total Electronic Claims</b>			<b>26,605.29</b>	<b>Total Non-Electronic Claims</b>		<b>1329287.82</b>		

02/13/26  
13:52:38

TOWN OF WEST YELLOWSTONE  
Fund Summary for Claims  
For the Accounting Period: 2/26

Page: 12 of 12  
Report ID: AP110

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<b>Fund/Account</b>	<b>Amount</b>
1000 General Fund	
101000 CASH	126,894.14
2100 Local Option Taxation-Resort Tax	
101000 CASH	43,885.93
2220 Library	
101000 CASH	1,945.04
2850 911 Emergency	
101000 CASH	877.99
4000 Capital Projects/Equipment	
101000 CASH	2,400.00
4030 80-acre Development	
101000 CASH	201.25
5210 Water Operating Fund	
101000 CASH	1,601.75
5310 Sewer Operating Fund	
101000 CASH	423.79
5320 Sewer Replacement Depreciation Fund	
101000 CASH	1,167,162.75
7010 Social Services/Help Fund	
101000 CASH	1,909.59
7202 TBID Agency Fund	
101000 CASH	6,793.88
7458 Court Surcharge HB176	
101000 CASH	170.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	180.00
7469 City Court - Judge Jent	
101000 CASH	1,300.00
7699 Victims Assistance Program	
101000 CASH	147.00
<b>Total:</b>	<b>1,355,893.11</b>



# Town of West Yellowstone Business License Application

Business Name: Gibbon Avenue Inc.  
 Applicant: Amy Beagle  
 Contact Person: Amy Beagle  
 Mailing Address: PO BOX 1112  
 Physical Address of Business: 327 Gibbon Ave, West Yellowstone, MT 59758  
 Phone Number: 406-640-0226 Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Signature of Property Owner of Record: Amy Beagle

Subdivision: Old Town  
 Block: 04 Lot: 02, 03, 04

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
- Transfer of Ownership
- Change of Location
- Name Change

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

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

Residential Rental Coop.

Business License Fee: \$ 104.00  
 Resort Tax Bond: \$ \_\_\_\_\_  
 Total Amount Due: \$ 104.00

Amy Beagle  
 Signature of Applicant  
David Beagle  
 Signature of Applicant  
12-10-2025  
 Date

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



# Town of West Yellowstone Business License Application

Business Name: Ivory Property Management LLC  
 Applicant: Wyatt Mann  
 Contact Person: Wyatt Mann  
 Mailing Address: P.O. Box 556  
 Physical Address of Business: 533 DeLacey Ave  
 Phone Number: 406-595-8178 Fax Number:             
 Email Address: Wyattmann999@gmail.com Website:           

Signature of Property Owner of Record: [Signature]

Subdivision:             
 Block:            Lot:           

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.

Cleaning Services, Handymen Services, Landscaping Services  
No services offered at location, we offer services at client  
locations.

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

[Signature]  
 Signature of Applicant  
 Signature of Applicant  
2/5/25  
 Date

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

**Town of West Yellowstone**  
**Town Council Meeting**  
**February 3 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

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**

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Mayor Watt calls the meeting to order. The purpose of the work session is to review the council priorities from 2025 and then discuss and plan priorities for 2026. Walker points out the ongoing capital improvement projects (CIP) including development of the 80 acres by adopting a zoning map, housing meetings, infrastructure planning, and Forest Service easement relocation work. Water projects include extending water rights, water reservation reporting, water system evaluation, future planning for a new water well. The Growth Policy was reviewed in 2025, no changes were recommended other than adding the local housing strategy. They anticipate a full review of the growth policy in FY 2027. Planning for the 80 acres also includes an attainable housing strategy, consider issuing a housing RFP, updating the subdivision regulations (last updated in 1984) and infrastructure planning. Development of a Parks and Trails master plan is also underway, final plan is expected to be complete by June 30, 2026. Priorities that have been carried over from last year include expanding the cemetery. The land acquisition project with the adjacent property owner has not been worked out and new options need to be considered. The parking ordinance needs to be reviewed, and they also need to address the roof of the Mammoth Room. They added a Deputy Clerk/Permitting Tech to the staffing plan in 2025 and reviewed the single-family equivalency (SFE) calculator. In 2026 they would like to support the work of the advisory boards, improved community communication, and conversations with other County entities about a county-wide EMS service. Projects that they still need to address include review of the resort tax ordinance and review of the Town policy manual.

Walker describes primary goals to consider for 2026. He emphasizes that 2026 will be heavy on development of the 80 acres and infrastructure expansion. He explains that this will include expansion or upgrade of a lift station to serve the 80 acres including the concept design and report, infrastructure layout. He emphasizes that DEQ will not approve infrastructure plans or new subdivisions until the wastewater treatment plant is operational, estimated to be July 2026. He says housing plans for the 80 acres will start with a preliminary plat development. They anticipate having the preliminary plat ready for review by the end of February. They discuss releasing an RFP to recruit a developer to build housing. He says they want to wait until they get the results of the NRMEDD Housing Market study to shape the RFP. Walker also discusses the housing fund they instituted this year and suggests developing a policy to guide how they will handle requests going forward. Walker recommends that they move forward with updating the subdivision regulations. A draft was prepared in 2020, but it was not adopted. He reports that TD&H is working on a proposal to repair the roof in the Mammoth Room. They did receive a grant from the State to put towards this project but need to keep making progress on the project. He says they will also work with Hebgen Basin Rural Fire Department to meet and discuss issues. Walker describes secondary goals including business license ordinance revisions and consider whether approvals need to go before the Town Council or should be handled administratively. They would also like to review the resort tax ordinance and consider changes to fees, audits, timeframes, and clarity. They discuss reviewing the parking ordinance. Scott Hazelton, planning consultant, indicated he would be able to assist the Planning Board with this project in the fall of 2026. The police union contract expires this year and the employees unit contract has a reopener trigger, he anticipates contract negotiations will be late spring. He also suggests review and updating of Town Policies, Advisory Boards, the Town Attorney contract, and cemetery expansion. The Council discusses their priorities. Forsythe says that he thinks the contract for the Town Attorney needs to be a top priority. The Council agrees that 80

acre development and housing are top priorities. They agree to prioritizing development of a policy to establish parameters for the housing fund. Watt suggests establishing an employee housing or down payment assistance benefit, too. Julia Wittmer expresses support for an employee housing program. They also discuss the importance of updating the subdivision regulations. The group discusses the roof for the Union Pacific Dining Lodge, financing and how to approach the project. They discuss revisions to the business license and resort tax ordinances. They agree that the parking ordinance needs to be reviewed. The group discusses updating the Town Policy Manual, too. They also discuss a strategy for addressing and updating the advisory boards. Walker appreciates the comments and feedback. He will prepare a final priority list for adoption by the Council at the next meeting. (6:50 pm)

### **Public Comment Period**

No public comments are received.

### **Council Comments**

Mayor Watt reports that Jeff Mathews is doing well and thanks everyone for the support as he recovers. He also mentions that the West Yellowstone basketball program beat Manhattan Christian last weekend, a clean sweep of the junior high, high school girls and high school boys!

### **ACTION TAKEN**

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- 1) Motion carried to approve the claims which total \$91,847.37. (Benike, Wilson)  
Forsythe abstains from claim #53187 to Westmart Building Center for \$897.23.
- 2) Motion carried to approve the business license application for Peak 2 Creek Vacation Rentals & Property Management. (Benike, Wilson)
- 3) Motion carried to approve the minutes of the January 20, 2026 Town Council Meeting. (Wilson, Benike)

### **DISCUSSION**

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- 1) Watt asks about the claim to “Company Cam” reimbursement to Kyle Tanner. Thompson explains that this program is used by the building official/code enforcement officer to document and project improvements. He did not realize until recently that he was being charged for the app on his person card.
- 4) Mayor Watt thanks Julie Hannaford, Greg Forsythe, and Bill Howell for their years of service on the Police Commission. Watt explains that they need to appoint three individuals to serve on the Police Commission for three-year terms. They need to appoint new commissioners to review applicants for police officers.
- 7) Forsythe asks why they keep such a small CD open at the local bank. Thompson answers that their larger investments are in the State Investment pool, which is earning a higher interest rate, but they do think it is important to maintain a relationship at the local bank and keep this CD in the bank.
- A) **Town Manager & Staff Reports:** Walker reports that the survey of the 80 acres was prepared to align the 80 acres boundary. He says the plat was prepared, signed and filed last week. He reports they have eight applications for Social Services Assistant and will schedule interviews soon. There is a Planning Board meeting tomorrow to review the application for the Townplace by Marriott hotel and conditional use application for the Buffalo RV Park.

**Library Department Report:** Head Librarian Michele DesRochers, addresses the Council. DesRochers first mentions her amazing staff: Megan Mentzer, Samantha Powell and Nubia Allen. She says that the Library Board of Trustees and Library Foundation board are also amazing and appreciates their efforts. She reports on the

number of books and other resources they have in the Library. She reports on visitation as well items that have been checked out. She says that use of the public computers and Wi-Fi has decreased over the past year, but they think that is an indication of the fact that everyone has a smartphone now. She says they exchange books with the Bozeman Library through the Yellowstone Foundation transit bus. She mentions on-going programs including book clubs, story times, Lego club, summer reading program, free Spanish/English classes, tech hour, board game club and knitting/craft club. They are also working on an oral history project. She says that new this year was the implantation of the garden on the north side of the building. They also joined the Kanopy program with allows a limited streaming service. They are working on painting the interior of the library and starting an art class. They recently acquired a 3D printer and are working towards painting and replacing the carpet in the building. She thanks the Council for their support of the Library. Mayor Watt asks if they will accept book donations. DesRochers responds that they will but they must be clean, not written in, and in good condition.

- B) **Advisory Board Reports:** Council Member Greg Forsythe reports on the recent Health Services Advisory Board meeting. Billings Clinic has brought in a new provider, a Physicians Assistant. He summarizes annual visit counts, financials, and payor mix.

The meeting is adjourned at 7:45 PM.

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Mayor

ATTEST:

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Town Clerk



## **Week of 02.09.2026**

Completed MAP financials for their meeting on Thursday, February 12<sup>th</sup>. They will be reviewing two applications along with working on some document revisions at their meeting.

I met with Dan this week to go over a few pending items along with walking through the proposed budget calendar for the year.

Met with First Security Bank to discuss some options with our 80-acre loan. This was our last payment with our lower interest rate since we officially hit the 10-year mark with this loan. We have 10 years remaining in the life of this loan. We will be discussing possibilities in a budget work session soon.

Delinquent letters went out this week to all customers with an outstanding water/sewer balance along with businesses that are delinquent on their resort tax. We are seeing some positive results from this but are still waiting for more to come.

Worked on WWTP paperwork, we will be doing another disbursement request on Loan D next week.

Met with Kyle Scarr, Dan and Jon at our monthly engineering meeting to check in with project statuses and possible future funding for projects.



### HIGHLIGHTS FEB. 5<sup>TH</sup> – FEB. 12<sup>TH</sup>

Lobby food – 44

Clothing bank – 13

Clothing donations – 3

Computer usage – 2

Vouchers – 2

Medicaid assistance – 2

Assistance with financial assistance paperwork (Medical)

Monthly food box – 2

Volunteers – 2

Diapers -2

Liaison – helping the client obtain assistance for a prescription

- Interviews for S. Services assistant position 😊
- Montana Food Pantry Zoom meeting 1 hr.
- Re-certification State Health Insurance Program (SHIP)



## Weekly Recreation Snapshot

Town of West Yellowstone • Recreation Coordinator: Rachel Spence

**Week of:** 02/8-14/26 **Submitted to:** Dan Walker, Town Manager

### **Weekly Highlight – Souper Bowl Success!**

Our Fun “Souper Bowl” Party was a great success and even pushed me out of my comfort zone of sports and activities and into the world of cooking!

There was fantastic participation from departments across town. Who knew Jon Brown could cook?

Michelle from the Library may need to be disqualified next year since she is basically a professional chef.

Dan Walker once again proved he can do more than just cook meat.

All the soups were champions in my book, truly no losers here, and Liz’s homemade bread and Dianna’s salad were the perfect addition.

It was such a fun way to bring departments together, share some laughs, and enjoy great food during the winter season.

## Weekly Updates (3-5)

### **1. Youth Basketball Clinics**

Basketball clinics continue to go strong with over 30 kids participating again on both Saturday and Wednesday. This Saturday the 14th will be the final Saturday session for now, while Wednesday sessions will continue. There is currently no set end date for the program, and it will continue based on participation and engagement.

### **2. Valentine’s Day Cookie Decorating Event**

The Cookie Decorating event was a huge success with excellent attendance and strong community participation. Please see attached event notes for a full summary. The event clearly met a need for winter social engagement and brought together participants of all ages.

### **3. Povah Center Reservations**

Povah Center reservations remain steady with consistent bookings. The facility continues to see good use from community groups and events.

### **Goals / Next Steps:**

Begin planning a community activity for March to continue providing opportunities for connection and engagement during the winter season.

Continue working to make the Povah Center rental process more efficient and user-friendly by developing a simple guide with clearer, more specific rental guidelines and expectations.

Create consistent rental materials, including instructional documents and procedures, to improve communication, streamline operations, and ensure clear expectations for facility use.

# Town of West Yellowstone

## Recreation Department – Event Summary Report

**Event:** Valentine’s Day Cookie Decorating

**Date:** Tuesday, February 9

**Location:** Povah Center

### Attendance & Community Impact

50 participants signed in, with an estimated total attendance of approximately 75 people. Nearly 80% of attendees arrived within the first hour, demonstrating strong interest and enthusiasm.

This event was exceptionally well attended and clearly filled a need for social connection during the winter months. Originally intended for youth, the event welcomed all ages and saw participation from children, families, and even adult-only groups. The multi-generational atmosphere highlighted the importance of providing accessible, community-centered winter programming.

### Event Setup & Flow

200 cookies (three shapes) were prepared along with red, white, and pink icing, divided into individual decorating bags. Participants signed in, received a plate and two icing colors, and moved through four stations: three cookie decorating tables and one craft table to decorate take-home bags.

The station-based layout allowed for steady flow and minimized congestion. Each table was staffed by a volunteer, including high school students and community members, whose support was instrumental in the event’s success.

### Donations & Reflection

Only a small number of cookies remained. Leftover icing was donated to the Senior Center, and remaining cookies were donated to the high school Valentine’s Day dance, recognizing the students who volunteered.

This event demonstrated the strong desire for social engagement during the winter season and reinforced the value of recreation programming in bringing the community together. Future events requiring significant supplies may benefit from pre-registration or a small participation fee to ensure sustainability while maintaining accessibility.

# COOKIES! February 10<sup>th</sup>





FEBRUARY 13, 2026

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- Noticed and facilitated multiple advisory board meetings including Planning Board on February 4, Parks & Recreation on February 9, Business Improvement and Marketing and Promotions Fund on February 12.
- Scheduled five interviews this week for the top candidates for the position of Social Services Assistant. We had 8 applications for this position, the most we have had for any position in a long time.
- Scheduled a burial at Fir Ridge for Saturday, February 14. The burial is a completely “green” burial, which means there will be no vault or casket, the body will be wrapped in a shroud. Due to our low water table and soil, this type of burial is permitted at Fir Ridge.
- We have 21 full-size lots and 2 cremains-only lots available at Fir Ridge. We have contacted TD&H to start the process to add 12 full-size lots to the center section and 8 full-size lots on the east end of the center section. TD&H has indicated they will be able to complete this project by early summer. It was the recommendation of the Cemetery Board that the new lots on the east end be restricted to cremains only due to access on the curve. The board may want to consider subdividing these 8 lots into 24 cremains only lots, but that has not yet been discussed.
- Prepared the Town Council Agenda & Packet for February 17, 2026.



## Public works report

02/09/26 thru 02/12/26

RSCI contractors are working on the following, digester building main steel frame and roof installation, three phase electrical going to the head works south portion of the building, clarifiers under drains and pyramids, lighting throughout the building, pressure testing the main blower piping, wiring in all the electrical controls to the PLC'S installing all of the rotor torque valves on the return activated sludge and waste activated sludge.

Met with Trent Dyksterhouse from RSCI to go over some issues that were concerning me at the wastewater build and how RSCI was going to address these concerns, after a 4-hour discussion and a walk around we were able to get things worked out and back on track. I explained to him the Town bought a [NEW CAR] not a used one.

Had Madison lift station hydro ranger, a part that controls the water level in the wet well go out this happened over the weekend so there were issues keeping this going till we could come up with parts to fix it, we have parts on order and Rexburg Idaho Wastewater department loaned us a spare till we were able to get the new parts. It's so important to keep a good working relationship with our surrounding neighbors.

We had warm weather and snowstorms earlier in the week. This was challenging due to the warm weather, keeping the storm drains open snow floor intact and removing the slush, but public works crews took care of business and made things look good.

Public works department received our new trailer to haul equipment from Torgersen Equipment

Cemetery has a winter burial on Saturday morning we will be able to use our new trailer to haul the backhoe. This will make things so much safer for the public works department.

If you have any questions, please contact me.

Jon Brown

# TOWN OF WEST YELLOWSTONE

## PUBLIC HEARING CONDITIONAL USE APPLICATION 101 South Canyon Street Travel Trailer Park Expansion

NOTICE IS HEREBY GIVEN that the West Yellowstone Town Council will conduct a **Public Hearing on February 17, 2026** on a Request for Conditional Use made by Yellowstone Hales LLC. The request is to expand a currently licensed business at 101 S Canyon Street by adding 37 additional RV (travel trailer) sites to the property and expanding the existing office, restroom and laundry facility. The hearing will be conducted during the Town Council Meeting, which begins at **7:00 PM**. The meeting and hearing will also be broadcast by Zoom, **Meeting ID 893 834 1297**. The property is located in the E-2 (Entertainment) Zoning District. A travel trailer park is allowed in the E-2 Zoning District as a conditional use. Complete copies of the application and the Town of West Yellowstone's zoning code are available at the Town Offices, 440 Yellowstone Avenue, West Yellowstone, Montana. The Town's zoning code, Chapter 17 of the West Yellowstone Municipal Code, may be accessed on the Town's website: [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

The hearing will be held during the Town Council Meeting that begins at 7:00 PM on February 17, 2026. The meeting will be held at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Oral testimony may be delivered during the meeting. Written testimony may be submitted until 12:00 PM on the date of hearing to the Town Clerk at the Town Offices, 440 Yellowstone Avenue, or by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). For further information, please contact the Town Clerk by email or phone at 406-646-7795.

Elizabeth Roos  
Town Clerk



# REQUEST FOR CONDITIONAL USE

Town of West Yellowstone  
Gallatin County, Montana

DATE: November 18, 2025

APPLICANT: Glenn Hales

ADDRESS: 101 South Canyon Street W. Yellowstone, MT 59758

PHONE: 406.646.4300 - Office 801.360.7473 - Mobile

INTEREST IN PROPERTY: Owner

OWNER OF RECORD'S SIGNATURE: *Glenn L Hales*

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Add Ph 1 S34, T13 S, R05 E

Block: 3 Lot: 1

Zoning District Number: E2

2. Please state specifically the proposed conditional use including the construction, size, and all relevant details regarding the proposal. Permitted conditional uses are listed in Section 17.32.050 of the West Yellowstone Municipal Code.

The proposed conditional use is to build an additional ~~3~~<sup>37</sup> RV sites on the property as well as expand the existing office, restroom and laundry facility.

The conditional use for the proposed use is in Sect. 17.25.025 Sub Category F of the Town's municipal code.

The included site plan shows all relevant information for the expansion project.

3. Application Fee: \$150.00 Paid Check 1881 Date Nov 18, 2025 *GH*

*Glenn L Hales*  
Signature of Applicant

For Office Use Only:  
DECISION BY TOWN COUNCIL

Nov. 18, 2025  
DATE

Approved Disapproved

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
DATE

December 16, 2025  
Application for Zoning Permit  
Town of W. Yellowstone

Project Description:

Buffalo Crossing RV Park operates a 25 site rv park and is requesting to expand to 62 sites.

The current use of the property is an IMAX Theatre (Yellowstone Hales, LLC), retail store (Yellowstone Trading Post) and rv park (Buffalo Crossing RV Park). The proposed project will include the following:

- 1 - Demolition of the structure housing the IMAX & Yellowstone Trading Post
- 2 - A remodel of the rv park restroom/laundry/office building
- 3- The addition of 37 rv sites bringing the total number of rv sites to 62

The existing 25 rv sites will remain as they are with the additional 37 sites being located on the west side of the property once the IMAX building is removed from that location. The existing 25 sites will undergo a remodel which will include the addition of ribbon curbing, paving all interior driveways and an upgrade of the existing site pedestals & location.

The proposed new 37 sites will include full hook-ups (water, sewer, 20/30/50amp electrical) at all sites. The interior driveways will be paved along with ribbon curbing delineating site boundaries. There will be fencing and landscaping along the western & southern property boundaries as noted on the site plan. On the northern side of the proposed 37 new sites I'm requesting to extend the existing 'Encroachment' which will be landscaped similar to the current 'Bermed Landscaped Barrier' on the NE side of the existing rv park (see minutes of Town Council mtg on 5.18.2010 showing approval of said landscaped barrier encroachment, copy

enclosed as well). This will allow a matching, aesthetically pleasing & needed boundary to be located between the Visitor Center parking lot and the Buffalo Crossing RV Park.

The remodel of the existing rv park restroom/laundry/office building will include the addition of a men's lavatory and expanded women's lavatory, guest registration, and maintenance room. The additional lavatory & registration spaces will allow for a more positive guest experience alleviating congestion in the current spaces.

During the operation of the current rv park on the property (11+ years of operation) I have had no negative experiences with nearby properties. The expanded rv park is not expected to have any new, additional or adverse impacts on nearby properties.

The projected impact of Community Services are seen as follows:

a. Water – expanded project will be connected to existing water service on the property. There will be an offset from the current IMAX usage and the rv park usage. Exact amount will be calculated when SFEs are assessed.

b. Wastewater – similar to 'a' above expanded project will be connected to existing wastewater service on the property. There will be an offset from the current IMAX usage and the rv park usage. Exact amount will be calculated when SFEs are assessed.

c. Traffic – no additional traffic or usage is expected with the rv park compared to the current IMAX usage.

d. Police – no additional police presence is expected with the rv park when compared to the current IMAX demand.

e. Fire Department – fire department need is expected to decrease given the removal of the 60' high IMAX structure. Historically the IMAX building has been an issue for the fire department given the need for specialized equipment to mitigate potential fire issues; i.e. larger ladder truck.

f. Emergency Services – no additional emergency services are expected with the rv park compared to the current IMAX demand.

g. Other Services - no additional other services are expected with the rv park compared to the current IMAX demand. Will be glad to address if such a need arises.

Stormwater drainage will be connected to existing storm sewer located on property. Stormwater drainage is not expected to increase from current levels of IMAX.

Snow storage is expected to be minimal compared to current IMAX needs. Primarily snow storage will not be an issue given the rv park will not operate in the winter months. However, if there is a need for snow storage there will be ample room on the interior driveways of the rv park to stack snow.

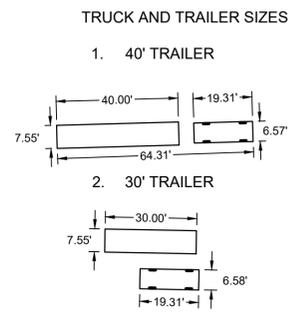
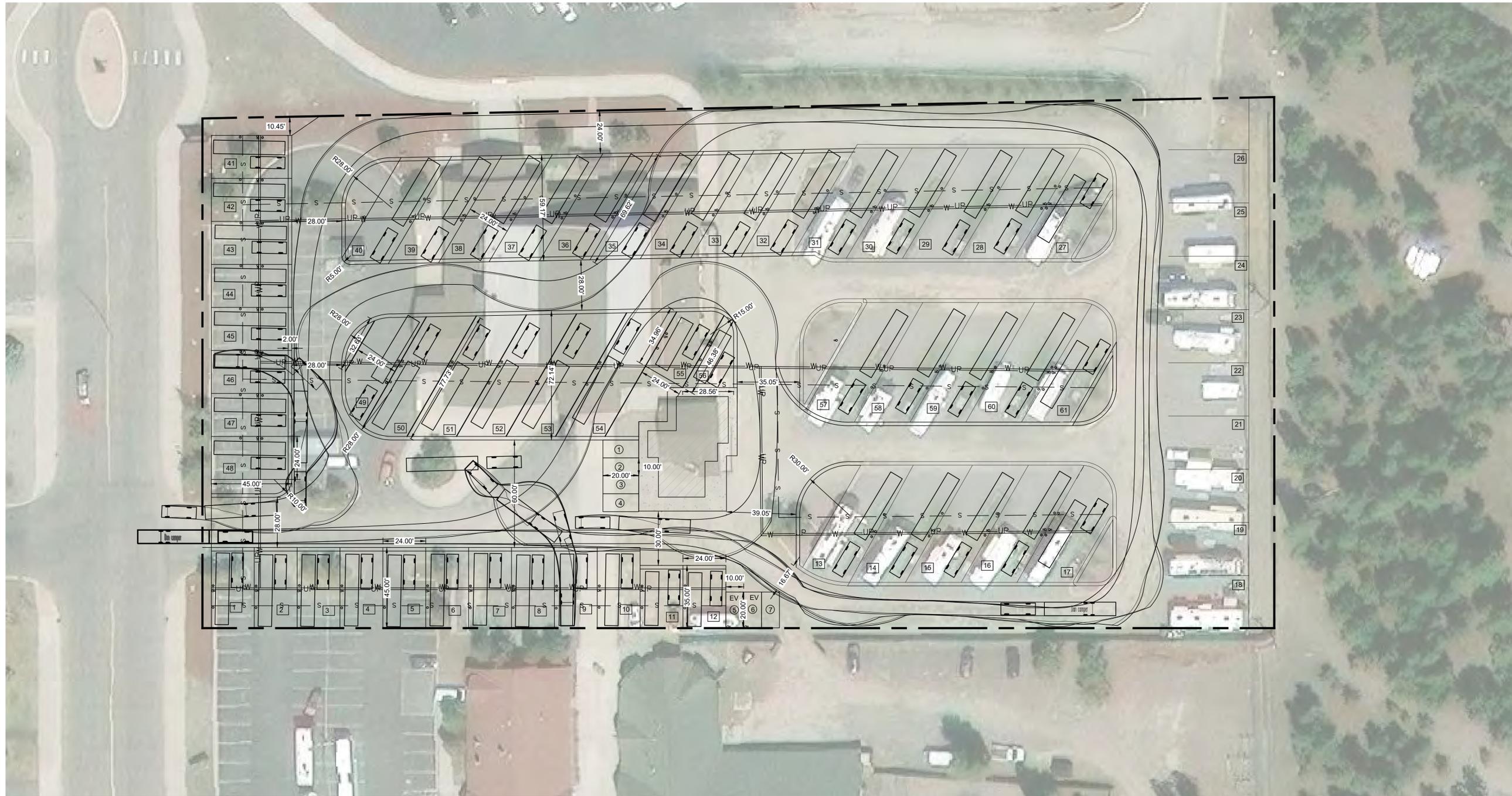
Traffic impacts are expected to be similar and more likely less than the current operation of the IMAX. The IMAX caters to a number of private visitors as well as tour bus operators. With the rv park there will be no tour bus traffic and the private visitors will be limited to the 62 sites in the expanded rv park compared to the 320+ max occupancy of the current IMAX facility.

I look forward to meeting with the committees to discuss the project and assist with any necessary additional information.

Respectfully,

Glenn Hales

File Info: C:\Users\Andrew.Cherry\OneDrive\Projects\2025 - Documents\25046 Buffalo Crossing\Park\K5.0 Drawings\2025\216 Buffalo RV Dwg.dwg  
 Sheet: 12/16/2025 11:09 AM  
 Plot Date: 12/16/2025 11:18 AM



**LEGEND**

	BUILDING
	GRAVEL SURFACE
	CONCRETE
	CURB & GUTTER
	30A/50A ELECTRICAL PEDESTAL
	SEWER DROP SERVICE OVERHEAD
	PROPERTY LINE
	SEWER LINES
	UNDERGROUND ELECTRIC
	FROST FREE WATER CONNECTION
	WATER LINE
	EV PARKING WITH CHARGING STATION

- NOTES:**
1. TOTAL SPOTS: 61
    - 1.1. EXISTING SPOTS: 24
    - 1.2. NEW SPOTS: 37
  2. COUNT OF RV SPOT TYPES
    - 2.1. PULL THROUGH SPOTS: 30
    - 2.2. 45' BACK IN SPOTS: 27
    - 2.3. 35' BACK IN SPOTS: 4

**SITE PLAN**  
SCALE: 1"=30'

CLIENT  
GLENN HALES  
101 S CANYON ST WEST  
YELLOWSTONE, MT



NOESIS ENGINEERING  
1712 CABELLARO DR.  
AMMON, IDAHO 83406  
(208) 932-2720 (PHONE)

ATC	12/16/2025
DRAWN BY	DATE
ETS	12/16/2025
REVIEWED BY	DATE
DBS	12/16/2025
TECHNICAL APPROVAL	DATE

ALWAYS THINK SAFETY

**BUFFALO RV PARK**

101 S CANYON ST WEST YELLOWSTONE, MT  
25046

THIS DOCUMENT WAS ELECTRONICALLY SIGNED. THE DIGITAL CERTIFICATE IS IDENTIFIED ON THE 1ST PAGE OF THE ORIGINAL FILE. THE ORIGINAL DOCUMENT IS LOCATED AT NOESIS ENGINEERING SERVICES, PC HOME OFFICE SERVER UNDER THE JOB NUMBER FOLDER\7.0 ORIGINAL DOCUMENTS.



PRELIMINARY LAYOUT



February 4, 2026

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

Attn: Town Council of West Yellowstone

**RE: Conditional Use Request for 101 S. Canyon St. West Yellowstone, MT**

To the Members of the Town Council,

This letter serves as a summary of the attached staff report regarding the conditional use permit at 101 S. Canyon St. West Yellowstone, MT. This document is intended to provide a clear and concise overview of the project.

The applicant has requested to expand the existing RV park, commonly known as the Buffalo Crossing RV Park. The proposal is to remove the IMAX structure and expand the RV park to incorporate the entire site. The proposal would add 37 sites to make the total spots on site 62.

The applicant is working with Town engineering and public works to receive service for the entire project however, the sewer and water capacity that was typically used by the IMAX will be carried over to the RV park expansion.

There are two easements that encumber this property. First, the Town holds an easement on the east side of the property. At this time the Town does not need the easement. The Town will retain all rights to the easement for future use. Second, there is a private access easement to the south. The Town is not involved in this easement however, we are requiring proof that an agreement has been made between both parties. The applicant received a unanimous favorable recommendation from the Planning Board. The Planning Board adopted the staff findings and conditions of approval while also including additional conditions to mitigate impacts to adjacent landowners.

If you have any questions please contact me at either [shazelton@sunflowerpeakplanning.com](mailto:shazelton@sunflowerpeakplanning.com) or 406-475-2969.

Sincerely,

A handwritten signature in black ink that reads "Scott Hazelton". The signature is written in a cursive, flowing style.

Scott Hazelton AICP, CFM  
Owner, Sunflower Peak Planning  
[shazelton@sunflowerpeakplanning.com](mailto:shazelton@sunflowerpeakplanning.com)  
460-475-2969



# Staff Report

Town of West Yellowstone 440 Yellowstone Ave. West Yellowstone, Montana 59758  
406.646.7795 | shazelton@sunflowerparkplanning.com

## TOWN COUNCIL

<b><u>Report Date:</u></b>	<b>February 4, 2026</b>
<b><u>Meeting Date:</u></b>	<b>February 17<sup>th</sup>, 2026</b>
<b><u>Petitioner(s):</u></b>	<b>Glenn Hales on behalf of YELLOWSTONE HALES LLC</b>
<b><u>Staff:</u></b>	<b>Scott Hazelton AICP, CFM</b>
<b><u>Zoning:</u></b>	<b>E-2 Entertainment District</b>
<b><u>Address:</u></b>	<b>101 South Canyon St. West Yellowstone, MT 59758</b>
<b><u>Legal Description:</u></b>	<b>GRIZZLY PARK ADD PH 1, S34, T13 S, R05 E, BLOCK 3, Lot 1, ACRES 4</b>
<b><u>Assessor Code(s):</u></b>	<b>00RRG31877</b>
<b><u>Geocode(s):</u></b>	<b>06-0062-34-3-81-01-0000</b>
<b><u>Submitted Materials:</u></b>	<b>Application, Site Plan, and Narrative</b>

## OVERVIEW

The petitioner, Glenn Hales on behalf of Yellowstone Hales LLC, seeks approval of a conditional use permit in the E-2 Expanded Business Zoning District. The permit is to allow for an expansion of the Grizzly RV Park. The property currently houses an existing RV park and the IMAX theater. The applicant is proposing to remove the IMAX theater and then expand the RV park use. The applicant submitted a narrative, application, and a site plan proposing an additional sixty-two (62) sites. The applicant is proposing to convert the sewer and water capacity used at the IMAX to the new sites. Any expansion above the use of the IMAX will be granted only at the time that the Town has sufficient capacity to provide this service.

Title 17 Chapter 23 Section 15 of the West Yellowstone Municipal Code lists RV parks as a conditional use. The applicant has submitted the materials required by the town for an RV park review.

The Town of West Yellowstone has not received any public comments at the date of this staff report.

## EVALUATION

Staff provides their evaluation of the review criteria for the Town Council to review based on the applicant's submission and information gathered during applicant meetings and the DRG review of the project. For the ease of the Town Council the conditional use criteria are evaluated one at a time presenting first a summary of what the applicant has stated followed by staff comments. The entirety of the applicants comments are provided as an addendum to this staff report.

1. Narrative generally explaining the project.
2. A parking plan in compliance with Chapter [17.37](#).

3. Impacts and mitigation strategies to the following items:
4. Community services to include:
  - a. Water.
  - b. Wastewater.
  - c. Traffic.
  - d. Police.
  - e. Fire department.
  - f. Emergency services.
  - g. Other services as identified by town staff, the planning board, or town council.
5. Stormwater drainage.
6. Snow storage.
7. Traffic impacts.

In staff's review of the application and the existing RV park use on the property staff was unable to identify any impacts to the listed criteria. Staff has identified that there is an easement to the south of the property that provides access to the Grizzly Discovery Center. A condition of approval has been included to mitigate this potential concern. However, that easement is between private parties and the Town has no interest in interfering.

Travel Trailer Parks must also meet the requirements of 17.33 of the Town of West Yellowstone Code. The application meets the requirements of 17.33. The applicant is compliant with the following sections of 17.33:

- 17.33.060 Site size.
- 17.33.070 Density.
- 17.33.080 Street access.
- 17.33.090 Setbacks.
- 17.32.100 Height.
- 17.33.110 Streets.
- 17.33.120 Service areas.

#### **17.50.060: APPROVAL**

Before any variance can be granted, the Town Council shall make findings of fact setting forth and showing that the following circumstances exist:

1. The use conforms to the objectives of the growth policy and the intent of this title and the district in which the use is placed;
2. Such use will not adversely affect nearby properties or their occupants;
3. Such use meets density, coverage, yard, height, and all other regulations of the district in which it is to be located, unless otherwise provided for in this title; and
4. Public hearings have been held, after the required legal notices have been given and the public has been given a chance to be heard upon the matter.

#### **FINDINGS**

Staff has determined that the submitted application is complete with the required information and documents. The Town Council should review the application and staff report carefully to make their recommendation based on the West Yellowstone Zoning Code.

Staff finds that the Town of West Yellowstone holds an easements that runs along the eastern boundary of the project parcel. At this time the Town is not planning to use this easement. However, the approval of this project does not mean that the Town may not use the easement in the future for the listed uses on Plat J-192 or any future amendments.

### **RECOMMENDATION**

Staff and the Planning Board suggests a favorable recommendation to the Town Council. The Town Council should evaluate the Review Criteria before deciding on the conditional use permit request at 101 S. Canyon St. West Yellowstone, MT. The Council should include appropriate conditions to mitigate any circumstances the Council identified during their review of the request. Staff and the Planning Board suggests the following conditions for the Town Council to initially consider:

#### **Staff Proposed Conditions of Approval:**

1. The applicant shall abide by all representations made by the applicant, either through testimony or materials submitted in the application and hearing process, unless the governing body deems otherwise.
2. The applicant secures all appropriate approvals and inspections from the appropriate agencies prior to occupying the space.
3. That the applicant abides by all easements, covenants, or other regulations between public or private parties that are present on the parcel at the time of submission. Due to changes required by the easement accessing the property to the south it is the responsibility of the applicant to provide the town a copy of the agreement between the project parcel and GRIZZLY PARK ADD PH 2, S34, T13 S, R05 E, BLOCK 3, Lot 2, ACRES 14.19, PLAT J-192 PHASE 1.
4. That prior to occupancy the applicant receives a valid business license from the Town of West Yellowstone.
5. That the applicant addresses any sewer and water concerns that could impact human health or safety.
6. That the applicant provide to the Town of West Yellowstone Public Works Department as-built drawings prior to occupancy.
7. That the applicant obtain an encroachment permit from the Town of West Yellowstone for landscaping on the north side of the property.

### **SAMPLE MOTIONS**

Staff has provided sample motions for the Town of West Yellowstone Town Council below. The Town Council may utilize this language in making the motion for their decision regarding the application but should include the Councils findings, any amendments to the conditions presented by staff, and/or adding additional conditions to the applicants proposal that promote health, safety, or general welfare of the public.

**SAMPLE MOTION FOR APPROVAL WITH NO AMENDMENTS TO ANY CONDITION OF APPROVAL**  
I move to approve the conditional use permit for Yellowstone Hales LLC at 101 S. Canyon St. West Yellowstone, MT finding that the proposed application is consistent with the intent of the E-2 District and the Town of West Yellowstone Growth Policy. I further find that that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the E-2 District. Finally, I find that the Town has followed the proper process in reviewing this application and provided the public an appropriate opportunity to comment on this application. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for the conditional use permit at 101 S. Canyon St. for Yellowstone Hales LLC.

### **SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL**

I move to approve the conditional use permit for Yellowstone Hales LLC at 101 S. Canyon St. West Yellowstone, MT finding that the proposed application is consistent with the intent of the E-2 District and the Town of West Yellowstone Growth Policy. I further find that that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the E-2 District. Finally, I find that the Town has followed the proper process in reviewing this application and provided the public an appropriate opportunity to comment on this application.

I move to adopt the conditions of approval presented in the staff report and amend condition of approval number \_\_\_\_\_ to read as stated "STATE AMENDMENT PROPOSED" and adopt the staff evaluation and findings presented for the conditional use permit at 101 S. Canyon St. for Yellowstone Hales LLC.

**SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL**

I move to approve the conditional use permit for Yellowstone Hales LLC at 101 S. Canyon St. West Yellowstone, MT finding that the proposed application is consistent with the intent of the E-2 District and the Town of West Yellowstone Growth Policy. I further find that that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the E-2 District. Finally, I find that the Town has followed the proper process in reviewing this application and provided the public an appropriate opportunity to comment on this application. I move to adopt the conditions of approval presented in the staff report and remove condition of approval number \_\_\_ and adopt the staff evaluation and findings presented for the conditional use permit at 101 S. Canyon St. for Yellowstone Hales LLC.



---

Scott Hazelton AICP, CFM  
Owner, Sunflower Peak Planning  
7137 Tulane Ave. Unit 2F  
University City, MO 63130  
406-475-2969  
[shazelton@sunflowerpeakplanning.com](mailto:shazelton@sunflowerpeakplanning.com)

2/4/2026  
Date

February 5, 2026

**Sender Name:** Buffalo Crossing RV Park  
**Sender Address:** 101 South Canyon Street  
West Yellowstone, Montana 59758

**Recipient Name:** Grizzly & Wolf Discovery Center  
**Recipient Address:** 201 S Canyon Street  
West Yellowstone, Montana 59758

Dear Grizzly & Wolf Discovery Center,

This Letter of Agreement ("Agreement") summarizes my understanding of the Agreement that we reached on February 5, 2026 after our in-person meeting. If this Agreement is acceptable to you, please sign below in the space designated for your signature.

As I understand it, we have agreed as follows:

**Agreement.** It is my understanding that we have agreed to the following regarding: \_\_\_\_\_.

In order to vacate the parking easement located on the property at 101 S Canyon Street, Grizzly & Wolf Discovery Center (GWDC) acknowledges they will forgo the 2 access points located on the NW boundary of their property originating from 101 S Canyon Street property to their parking lot. GWDC recognizes the loss of the access points will cause a need to create a 'turn-around' area in their parking lot.

Buffalo Crossing RV Park (BCRV) acknowledges they will grant access to GWDC's maintenance yard via the driveway originating on Canyon St. and entering their maintenance yard through a gate in the fence on the south boarder of BCRV's property. This access starting at the Canyon St entrance driveway to the gate in the fence will be restricted for a 24 hour period once per calendar year.

BCRV will allow a reasonable amount of snow storage space to be used by GWDC contingent upon any piles of snow being removed by GWDC by May 1 of any calendar year.

**Notice.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

**Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the subject matter contained herein. No other promises, warranties, representations, agreements, or understandings, whether oral or written, exist concerning this subject matter. This Agreement supersedes any previous or simultaneous oral or written promises, warranties, representations, agreements, or conditions between the parties.

**Governing Law.** This Agreement shall be governed by the laws of Montana.

**Assignment.** The parties mutually agree not to assign, sell, transfer, delegate, or otherwise dispose of any rights or obligations under this Agreement without the prior written consent of the other party. Any assignment, transfer, or delegation made without prior written consent shall be null and void.

**Relationship of the Parties.** It is understood and agreed that this Agreement does not create a partnership, joint venture, or employment relationship of any kind between us; that each of us is acting as an independent contractor with respect to the other; and that none of the employees of either of us will be deemed to be employees of the other for any purpose.

**Headings.** Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

**Execution in Counterparts.** This Agreement may be executed in counterparts with the same effect as if the signatures thereto and hereto were upon the same document. A signed copy of this Agreement received via

facsimile or other electronic transmission shall be given the same effect for all purposes as if it were an original.

If the above correctly expresses your understanding of the terms reached during our negotiations, please sign and date a copy of this Agreement and return the signed and dated Agreement to me.

**The Sender:**

  
Buffalo Crossing RV Park / Glenn L Hales

2.10.26  
Date

**The Recipient:**

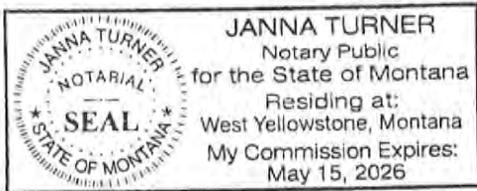
  
Grizzly & Wolf Discovery Center / John Heine

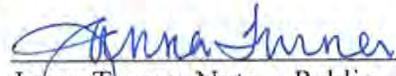
2/10/26  
Date

State of Montana

County of Gallatin

On February 10, 2026, Glenn L Hales and John Heine personally appeared before me, and acknowledged that they signed the above document.



  
Janna Turner, Notary Public  
Residing at: West Yellowstone, MT  
My commission expires: May 15, 2026

**February 4, 2026**

**Town of West Yellowstone Planning Board Meeting**

**12PM – West Yellowstone Town Hall**

**Planning Board Members Present:** Jerry Johnson, Casey McCray, Brad Schmier, Chipper Smith by Zoom, Brad Schmier, Jon Brown – Public Services Superintendent

**Others Present:** Building Official KC Tanner, Town Manager Dan Walker, Sunflower Peak Planning Consultant Scott Hazelton, Town Clerk Liz Roos, Deputy Town Clerk Brittany White, Fire Chief Shane Grube, Deputy Fire Chief Sam Ferbe, Glenn Hales, Kevin Perry and two more representatives of High West Development Group

**Public Comment Period: No public comment is received**

**Minutes**

- 1) Motion carried to approve the minutes from July 24, 2025 Planning Board Meeting. (Benike, McCray)

**Public Hearing: 101 S Canyon Street, Travel Trailer Park Expansion**

**Conditional Use Application**

Chair Jerry Johnson opens the hearing and reads the hearing notice. The hearing was advertised in the Bozeman Chronicle, posted publicly and online. No public comments are received. Glenn Hales, applicant, explains that this project is to expand the existing RV Park. He is in discussions with the neighboring property to vacate the existing easement to their parking area. Scott Hazelton, planning consultant, explains that he has reviewed the project and his recommendations are included in the staff report. Town Manager Dan Walker recommends that if the applicant wishes to extend the landscaping berm on the north side of the property, they should submit a separate encroachment application for that. Johnson inquires about the easement on the east end of the property. They determine the easement is 100' and no permanent structures are allowed, but there are utilities in that section and the existing RV sites do extend onto the easement. They discuss the existing encroachment for a landscaped berm on the north side of the property. They recommend submitting a new application to install or extend the berm along the border of the expansion to separate the RV park from the Chamber parking lot. Schmier expresses disappointment about losing the Imax theater in the community. McCray asks about the parking spaces that are being provided. Hazelton explains that there is no additional parking required for the RV sites and they have four spaces provided for the laundry/registration area, which is sufficient. The group also discusses whether there is

**February 4, 2026**

**Town of West Yellowstone**

**Planning Board Meeting**

**Page 2 of 3**

adequate access to comply with fire code. Chief Grube responds that there is adequate access for fire response, there is a main access and also a gated access on the south. The group discusses the sewer capacity that will be required for the project. Town Engineer Kyle Scarr explains that the existing connections for the theater will offset by what is required for the expansion. Hales explains that they expect to be under construction this summer and to open the expanded sites in May of 2027. Scarr explains they will convert the existing use and calculate the number of connections that are necessary. Johnson comments that there has been heartache over the years regarding the landscape berm, but they have done a nice job of maintaining it.

- 2) Motion carried to approve the conditional use permit for Yellowstone Hales LLC at 101 S Canyon Street, West Yellowstone, MT finding that the proposed application is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the B-4 District. I find that the Town has followed the proper process in reviewing this application and provided the public and appropriate opportunity to comment on this application and amend condition of approval #7 to require that they apply to the Town to extend the existing landscaped berm on the north side of the property and adopt the staff evaluation and findings presented for the conditional use permit at 101 S Canyon Street for Yellowstone Hales, LLC. (Johnson, Benike) Motion is approved unanimously.

### **Townplace by Marriott Hotel Site Plan Review**

#### **High West Development Group**

The Planning board discusses the site plan for the Townplace Suites by Marriott hotel project. Hazelton explains that the applicant submitted a revised plan yesterday and removed the three employee housing units, which reduces the parking requirement to 108 parking spaces. The project will be a 100 room hotel. Johnson asks about the requirement for review by the Grizzly Park Architectural Committee and why that wasn't included in the conditions for the last project. Hazelton says that they probably should have required that, but that project is an expansion of an existing and approved use. Perry, applicant, explains that the site plan they submitted last night removed the housing units. He says they

**February 4, 2026**  
**Town of West Yellowstone**  
**Planning Board Meeting**  
**Page 3 of 3**

debated the change at length, but felt that the parking requirements for the housing units made it too difficult to provide. They have added two landscaping islands for snow storage. Chief Grube points out that they have designated the fire hydrant area as snow storage and that will not work. The applicant notes his comment and states that they will make that change. Johnson, Schmier, and McCray express disappointment of the removal of the employee housing units from the building. Perry responds that they did not want to remove the housing, but points out that they own another property in town that has housing for 19 employees. He says they are considering other options, too. The board asks questions about the proposed project. Johnson questions whether the revisions submitted yesterday changed the project enough to warrant review today.

- 3) Motion carried to approve the High West Development Zoning Permit finding the proposed development consistent with the intent of the B-4 District and the Town of West Yellowstone Growth policy. I further find that the site plan submitted is in compliance with the conditions of the B-4 District. I move to adopt the conditions of approval presented in the staff report and amend condition of approval # 19 to remove the word “waterless,” condition # 25 to remove the three workforce housing units and add condition # 29 to provide appropriate access to the fire hydrant and adopt the staff evaluation and findings presented for the High West Development Zoning Permit. (Benike, Schmier) Motion is approved unanimously.

The Planning Board meeting is adjourned at 1:45 PM.

---

Town Clerk Liz Roos

# APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone  
Gallatin County, Montana

DATE: 2.11.26

APPLICANT: Buffalo Crossing RV Park

ADDRESS: 101 S Canyon Street W. Yellowstone, MT 59758

PHONE: 801.360.7473

INTEREST IN PROPERTY: Owner

OWNER OF RECORD'S SIGNATURE: *Glenn L Hales*

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Add Ph 1 S34, T13 S, R05 E

Block: 3 Lot: 1

Zoning District Number: E-2

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. The proposed encroachment will consist of a landscaped bermed area along the NW property line which will be a continuation of the bermed landscaped area that is currently in place. The approx. dimensions of the proposed encroachment will be 200' x 18'. It will be consistent with the design of the existing berm which has a combination of trees, sod and a fence line. Buffalo Crossing will maintain the encroachment in the same manner it has maintained the current landscaped berm. See attached document for exact location of the encroachment as it pertains to the property.

*Glenn L Hales*  
Signature of Applicant

2.11.26

DATE

For Office Use Only:  
DECISION BY TOWN COUNCIL

Approved Disapproved

\_\_\_\_\_  
Mayor/Operations Manager

\_\_\_\_\_  
DATE

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C

B

A

D

C

B

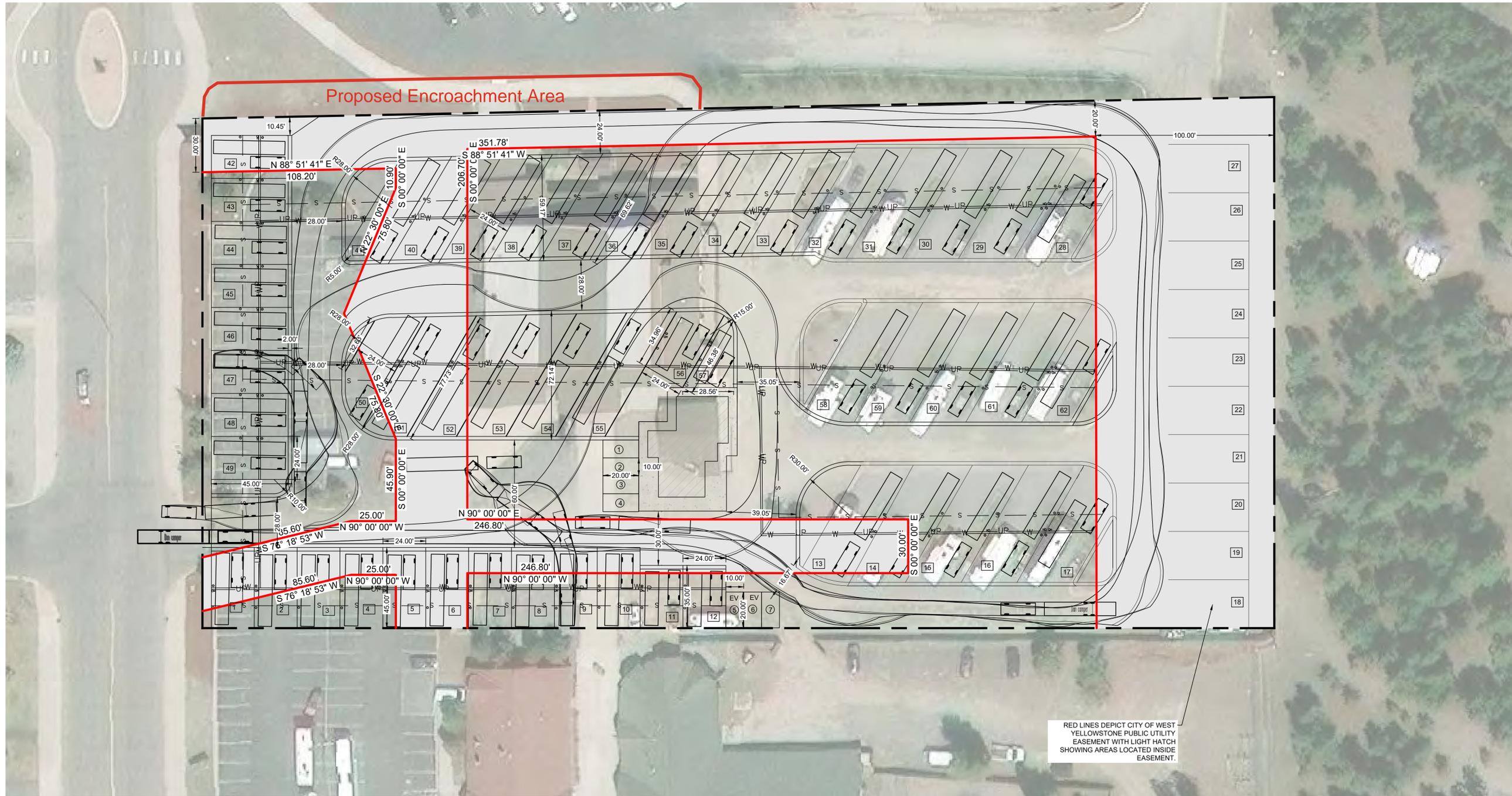
A

CLIENT  
GLENN HALES  
101 S CANYON ST WEST  
YELLOWSTONE, MT

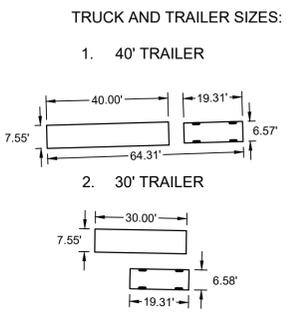


NOESIS ENGINEERING  
1712 CABELLARO DR.  
AMMON, IDAHO 83406  
(208) 932-2720 (PHONE)

ATC	2/3/2026
DRAWN BY	DATE
ETS	2/3/2026
REVIEWED BY	DATE
DBS	2/3/2026
TECHNICAL APPROVAL	DATE



RED LINES DEPICT CITY OF WEST  
YELLOWSTONE PUBLIC UTILITY  
EASEMENT WITH LIGHT HATCH  
SHOWING AREAS LOCATED INSIDE  
EASEMENT.



**LEGEND**

	BUILDING
	GRAVEL SURFACE
	CONCRETE
	CURB & GUTTER
	30A/50A ELECTRICAL PEDESTAL
	SEWER DROP SERVICE OVERHEAD
	PROPERTY LINE
	SEWER LINES
	UNDERGROUND ELECTRIC
	FROST FREE WATER CONNECTION
	WATER LINE
	EV PARKING WITH CHARGING STATION

- NOTES:**
- TOTAL SPOTS: 62
    - EXISTING SPOTS: 25
    - NEW SPOTS: 37
  - COUNT OF RV SPOT TYPES
    - PULL THROUGH SPOTS: 30
    - 45' BACK IN SPOTS: 28
    - 35' BACK IN SPOTS: 4

**SITE PLAN**  
SCALE: 1"=30'

ALWAYS THINK SAFETY

**BUFFALO RV PARK**  
101 S CANYON ST WEST YELLOWSTONE, MT  
25046

THIS DOCUMENT WAS ELECTRONICALLY  
SIGNED. THE DIGITAL CERTIFICATE IS  
IDENTIFIED ON THE 1ST PAGE OF THE  
ORIGINAL FILE. THE ORIGINAL DOCUMENT IS  
LOCATED AT NOESIS ENGINEERING  
SERVICES, PC HOME OFFICE SERVER UNDER  
THE JOB NUMBER FOLDER/7.0 ORIGINAL  
DOCUMENTS.

**Preliminary**  
02/03/2026 10:42:38 AM

PRELIMINARY LAYOUT

File Info: C:\Users\Andrew.Cherry\OneDrive\Projects\2025 - Documents\25046 Buffalo RV\_DWG.dwg  
 Plot Date: 2/3/2026 10:40 AM  
 Sheet: 2/3/2026 10:40 AM

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone  
Gallatin County, Montana

DATE: 5.18.10

APPLICANT: Yellowstone I MAX (Yellowstone Holes LLC)

ADDRESS: 101 S. Canyon St. 1 Po Box 504

PHONE: 646.4100

INTEREST IN PROPERTY: Owner

OWNER OF RECORD'S SIGNATURE: [Signature]

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Add. PH1 SEC 34 13 S SE

Block: 3 Lot: 1

Zoning District Number: \_\_\_\_\_

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. A burned landscape barrier located along the NE property line of the Yellowstone I MAX. The landscape barrier will be 180' x 18'. Please see attached site plan. Yellowstone Holes will maintain the landscaped area.

3. Application Fee: \$ \_\_\_\_\_ Paid [Signature] Date \_\_\_\_\_

[Signature]  
Signature of Applicant

5.18.10  
DATE

For Office Use Only:  
DECISION BY TOWN COUNCIL

Approved Disapproved

[Signature]  
Mayor/Operations Manager

5-18-10  
DATE

**COPY**





February 4, 2026

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

Attn: Town Council of West Yellowstone

**RE: Zoning Permit for 105 S. Faithful St. West Yellowstone, MT**

To the Members of the Town Council,

This letter serves as a summary of the attached staff report regarding the zoning permit at 105 S. Faithful St. West Yellowstone, MT. This document is intended to provide a clear and concise overview of the project.

The applicant has requested to develop a 100 bed hotel. The proposal is to remove the ropes course and develop the site further.

The applicant has had numerous meetings with the DRG and relevant conditions of approval have been included in the attached staff report. The applicant was successful in receiving a height variance from the Board of Adjustments, which is the Town Council sitting as the Board of Adjustment. The applicant was unsuccessful in a variance request from parking. The applicant received a unanimous favorable recommendation from the Planning Board. The Planning Board adopted the staff conditions of approval and added their own conditions to mitigate impacts from the development.

The applicant has submitted a site plan that if the conditions of approval are met staff feels comfortable with recommending approval. The Town has the ability and authority to enforce the conditions of approval to ensure that the project promotes proper use of land in West Yellowstone while not being detrimental to neighboring uses.

If you have any questions please contact me at either [shazelton@sunflowerpeakplanning.com](mailto:shazelton@sunflowerpeakplanning.com) or 406-475-2969.

Sincerely,

A handwritten signature in black ink that reads "Scott Hazelton". The signature is written in a cursive, flowing style.

Scott Hazelton AICP, CFM  
Owner, Sunflower Peak Planning  
[shazelton@sunflowerpeakplanning.com](mailto:shazelton@sunflowerpeakplanning.com)  
460-475-2969



# Staff Report

Town of West Yellowstone 440 Yellowstone Ave. West Yellowstone, Montana 59758  
406.646.7795 | shazelton@sunflowerparkplanning.com

## TOWN COUNCIL

<b><u>Report Date:</u></b>	<b>February 4, 2026</b>
<b><u>Meeting Date:</u></b>	<b>February 17<sup>th</sup>, 2026</b>
<b><u>Petitioner(s):</u></b>	<b>Kevin Perry on behalf of High West Development Group</b>
<b><u>Staff:</u></b>	<b>Scott Hazelton AICP, CFM</b>
<b><u>Zoning:</u></b>	<b>B-4 Expanded Business District</b>
<b><u>Address:</u></b>	<b>105 South Faithful St. West Yellowstone, MT 59758</b>
<b><u>Legal Description:</u></b>	<b>GRIZZLY PARK ADD PH 2, S34, T13 S, R05 E, BLOCK 1, Lot 4, ACRES 2.01, (IMPS ONLY RRG70560) PLAT J-194</b>
<b><u>Assessor Code(s):</u></b>	<b>00RRG32660</b>
<b><u>Geocode(s):</u></b>	<b>06-0062-34-3-76-01-0000</b>
<b><u>Submitted Materials:</u></b>	<b>Application, Site Plan, and Narrative</b>

## OVERVIEW

The petitioner, Kevin Perry on behalf of High West Development Group, seeks approval of a zoning permit the property was granted a variance for a height increase by the Town of West Yellowstone Board of Adjustment. The applicant is proposing a 100 bedroom hotel and 3 workforce housing units in the structure. The applicant's request for a 9' wide parking stall was denied by the Town of West Yellowstone Board of Adjustment. The property was previously the ropes course, directly east of Westmart.

The Town of West Yellowstone has not received any public comments at the date of this staff report.

This application is for a zoning permit to allow for the property to be developed into a 100 bedroom Marriott Towneplace Suites Hotel. The project will include workforce housing.

## EVALUATION

Staff provides their evaluation of the zoning code requirements in the B-4 District. The applicant's site plan complies with the following.

17.23.020 Permitted uses.  
Hotels are a permitted use.

17.23.040 Lot area and width.  
The lot area and width have been met by this application.

17.23.050 Coverage.  
The application meets the criteria of lot coverage.

17.23.060 Yards.

The setbacks on the proposal have been met.

17.23.070 Corner lots.

This lot is not considered a corner lot.

17.23.080 Yard encroachments.

The site plan as submitted meets the yard encroachment requirements.

17.23.090 Building height.

The Town of West Yellowstone Board of Adjustments granted a variance to allow for a height of 45' in the B-4 District.

17.23.100 Off-street parking.

The project has submitted a site plan that meet the off-street parking requirements.

17.23.110 Off-street loading.

There is no requirement for off street loading with this application.

17.23.130 Outdoor lighting.

Further information for lighting will be required and reviewed by the Town of West Yellowstone.

17.23.140 Signs.

The final signage plan will be required and reviewed by the Town of West Yellowstone.

## **FINDINGS**

Staff has determined that the submitted application requires additional information that will be reviewed by the Town of West Yellowstone.

## **RECOMMENDATION**

Staff and the Planning Board makes a positive recommendation to the Town Council. The Town Council should evaluate the site plan for compliance with the B-4 Zoning District. If the Council decides to approve the zoning permit, the Council should include appropriate conditions to mitigate any circumstances the Council identified during their review of the request. Staff and the Planning Board suggests the following conditions for the Town Council to initially consider:

1. The applicant shall abide by all representations made by the applicant, either through testimony or materials submitted in the application and hearing process, unless the governing body deems otherwise.
2. The applicant secures all appropriate approvals and inspections from the appropriate agencies prior to occupying the space. This includes the Grizzly Park Architectural Review Committee.
3. That the applicant abides by all easements, covenants, or other regulations between public or private parties that are present on the parcel at the time of submission.
4. That prior to occupancy the applicant receives a valid business license from the Town of West Yellowstone.
5. That the applicant addresses any sewer and water concerns that could impact human health or safety.
6. That the applicant provide to the Town of West Yellowstone Public Works Department as-built drawings prior to occupancy.

7. That the applicant provide plans for any and all signage to be reviewed by the Town of West Yellowstone.
8. That the applicant provide details showing that every parking space is compliant regardless of back or front of curb measurements.
9. All drive aisles shall be 25' (twenty-five feet) in width at all points.
10. Any parking that reduces a lane width below 25' (twenty-five feet) in width shall be striped and marked as temporary parking only.
11. That the applicant submit an engineering design report for water, sewer, and storm drainage showing how the project meets State and Town requirements for approval. The report shall include calculations for anticipated daily and peak water and sewer demand, pipe sizing calculations, fire flow calculations for the building and new hydrant, and stormwater runoff and storage calculations.
12. Applicant to confirm the actual diameter of the existing water line north of the project at the proposed connection point.
13. That all sewer and water utilities are flow and pressure tested and that approved tests are submitted to the Town of West Yellowstone Public Works Department.
14. That all sewer and water lines are at least 10' (ten feet) in separation.
15. That all attempts should be made to preserve the trees as utilities are brought onto the property and that the applicant identify and submit a plan showing the removal of any existing vegetation.
16. A grease interceptor shall be installed if required by code. If a grease interceptor is not required by code, a grease trap(s) shall be installed if food or beverage of any kind is served.
17. That the radii on all turns interior to the site are 28' (twenty-eight feet) radii to maintain emergency access.
18. That all curb located in Town right-of-way be 2.5 feet (two and a half feet) wide roll over curb meeting the Town's standard drawings.
19. That the hydrant placed on the property must be a hydrant that is approved by the Public Works Department and the Fire Chief of the Hebgen Basin Fire Department. All fire hydrants and lines supplying water to fire hydrants located on private property, shall be placed in a public utility easement acceptable to the Town of West Yellowstone.
20. That the Fire Department Connection is shown on a site plan and approved by the Hebgen Basin Fire Department.
21. That the applicant submit a site plan with the existing street lights are shown.
22. That the applicant submit a lighting plan to be reviewed by the Town of West Yellowstone Engineering Contractor and the Public Works Department.
23. That all utility easements for the property are approved and recorded with the Gallatin County Clerk and Recorder Office in Bozeman, Montana.
24. That all utilities have tracing lines or locate tape to the approval and inspection of the public works department.
25. That the applicant builds 100 hotel units. Any increase or alterations in the number of units requires approval by the Town of West Yellowstone.
26. All design and emergency egress plans for the workforce housing units are submitted to the Town and the Hebgen Basin Fire Department for their approval.
27. All curbs unless designated for parking must be painted as no parking per the approval of the Town of West Yellowstone.
28. The applicant shall provide a snow storage plan including designated areas on the site and any off-site snow storage plans.
29. That the applicant submits a site plan to the satisfaction of the Hebgen Basin Fire Chief showing proper fire hydrant access on the north east corner of the building.

## **SAMPLE MOTIONS**

Staff has provided sample motions for the Town Council below. The Council may utilize this language in making the motion for their decision regarding the application but should include the Council's findings,

any amendments to the conditions presented by staff, and/or adding additional conditions to the applicants proposal that promote health, safety, or general welfare of the public.

**SAMPLE MOTION FOR APPROVAL WITH NO AMENDMENTS TO ANY CONDITION OF APPROVAL**  
I move to approve the High West Development Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the Zoning Permit meets the conditions of the B-4 District and other relevant sections of the Town Code. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for the High West Development Zoning Permit.

**SAMPLE MOTION FOR APPROVAL AND ADDING A CONDITION OF APPROVAL**  
I move to approve the High West Development Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the Zoning Permit meets the conditions of the B-4 District and other relevant sections of the Town Code. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for the High West Development Zoning Permit. I find that it is necessary to add a condition of approval to include "ADDITIONAL CONDITION AS APPROPRIATE" to the staff presented conditions of approval.

**SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL**  
I move to approve the High West Development Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the site plan submitted is in compliance with the conditions of the B-4 District. I move to adopt the conditions of approval presented in the staff report and amend condition of approval number \_\_\_\_\_ to read as stated "STATE AMENDMENT PROPOSED" and adopt the staff evaluation and findings presented for the High West Development Zoning Permit.

**SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL**  
I move to approve the High West Development Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the site plan complies with the B-4 District. I move to adopt the conditions of approval presented in the staff report and remove condition of approval number \_\_\_\_\_ and adopt the staff evaluation and findings presented for the High West Development Zoning Permit.



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2/4/2026  
Date



ISSUED SETS  
02.03.2026 PERMIT SET - PHASE 2

Table with 3 columns: REVISIONS, REV# (empty), DATE (empty), DESCRIPTION (empty).

DRAWN: DJC  
CHECKED: JFK  
JOB NO: 14388

ENSIGN THE STANDARD IN ENGINEERING  
45 W 10000 S, Suite 500  
Sandy, UT 84070  
Phone: 801.255.0529  
WWW.ENSIGNENG.COM

PERMIT SET - PHASE 2

TOWNEPLACE SUITES BY MARRIOTT  
105 S Faithful Street, West Yellowstone, MT 59758  
GENERAL NOTES

GENERAL NOTES

- 1. ALL CONSTRUCTION MUST STRICTLY FOLLOW THE STANDARDS AND SPECIFICATIONS SET FORTH BY THE DESIGN ENGINEER, LOCAL AGENCY JURISDICTION, AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.). THE ORDER LISTED ABOVE IS ARRANGED BY SENIORITY. THE LATEST EDITION OF ALL STANDARDS AND SPECIFICATIONS MUST BE ADHERED TO. IF A CONSTRUCTION PRACTICE IS NOT SPECIFIED BY ANY OF THE LISTED SOURCES, CONTRACTOR MUST CONTACT DESIGN ENGINEER FOR DIRECTION.
- 2. CONTRACTOR TO STRICTLY FOLLOW THE MOST CURRENT COPY OF THE SOILS REPORT FOR THIS PROJECT. ALL GRADING INCLUDING BUT NOT LIMITED TO CUT, FILL, COMPACTION, ASPHALT SECTION, SUBBASE, TRENCH EXCAVATION, BACKFILL, SITE GRUBBING, AND FOOTINGS MUST BE COORDINATED DIRECTLY WITH SOILS REPORT.
- 3. CONTRACTOR MUST VERIFY ALL EXISTING CONDITIONS BEFORE BIDDING, AND BRING UP ANY QUESTIONS BEFORE SUBMITTING BID.
- 4. CONTRACTOR SHALL PROVIDE A CONSTRUCTION SCHEDULE IN ACCORDANCE WITH THE CITY, STATE, OR COUNTY REGULATIONS FOR WORKING IN THE PUBLIC WAY.
- 5. CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ACCORDING TO GOVERNING AGENCY STANDARDS. WET DOWN DRY MATERIALS AND RUBBISH TO PREVENT BLOWING.
- 6. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO ADJACENT SURFACE IMPROVEMENTS.
- 7. CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY SETTLEMENT OF OR DAMAGE TO EXISTING UTILITIES.
- 8. THE CONTRACTOR IS RESPONSIBLE TO FURNISH ALL MATERIALS TO COMPLETE THE PROJECT.
- 9. ALL EXPOSED SURFACES WILL HAVE A TEXTURED FINISH, RUBBED, OR BROOMED. ANY "PLASTERING" OF NEW CONCRETE WILL BE DONE WHILE IT IS STILL "GREEN".
- 10. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
- 11. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THESE PLANS ARE BASED ON ON-SITE SURVEY AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE. CONTRACTOR SHALL START INSTALLATION AT LOW POINT OF ALL NEW GRAVITY UTILITY LINES.
- 12. ALL DIMENSIONS, GRADES, AND UTILITY DESIGN SHOWN ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO REVISION DUE TO THE DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS, IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
- 13. NO CHANGE IN DESIGN LOCATION OR GRADE WILL BE MADE BY THE CONTRACTOR WITHOUT THE WRITTEN APPROVAL OF THE PROJECT ENGINEER.
- 14. NATURAL VEGETATION AND SOIL COVER SHALL NOT BE DISTURBED PRIOR TO ACTUAL CONSTRUCTION OF A REQUIRED FACILITY OR IMPROVEMENT. MASS CLEARING OF THE SITE IN ANTICIPATION OF CONSTRUCTION SHALL BE AVOIDED.
- 15. CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, MAINTAINING, OR RESTORING ALL MONUMENTS AND MONUMENT REFERENCE MARKS WITHIN THE PROJECT SITE. CONTACT THE CITY OR COUNTY SURVEYOR FOR MONUMENT LOCATIONS AND CONSTRUCTION DETAILS.
- 16. EXISTING UTILITY INFORMATION SHOWN IS FOR INFORMATIONAL PURPOSES ONLY. IT IS DERIVED FROM ON-SITE SURVEY AND/OR UTILITY MAPPING PROVIDED TO THE ENGINEER, AND THEREFORE UTILITIES MAY NOT BE LOCATED CORRECTLY, EITHER HORIZONTALLY OR VERTICALLY, AND MAY NOT BE ALL INCLUSIVE. CONTRACTOR IS REQUIRED TO FOLLOW THE PROCEDURE OUTLINED BELOW.
- 16.1. CONTRACTOR IS REQUIRED TO LOCATE AND POT-HOLE ALL EXISTING UTILITY LINES (BOTH HORIZONTALLY AND VERTICALLY) THAT AFFECT THE PROJECT CONSTRUCTION, EITHER ON-SITE OR OFF-SITE, AND DETERMINE IF THERE ARE ANY CONFLICTS WITH THE DESIGN OF THE SITE AS SHOWN ON THE APPROVED PLANS PRIOR TO ANY CONSTRUCTION. IF IT IS DETERMINED THAT CONFLICTS EXIST BETWEEN EXISTING UTILITIES AND DESIGN UTILITIES OR ANOTHER ASPECT OF PROPOSED CONSTRUCTION, THE ENGINEER MUST BE NOTIFIED IMMEDIATELY TO CORRECT THE CONFLICTS BEFORE ANY WORK CAN BEGIN. IF THE CONTRACTOR FAILS TO FOLLOW THIS ABSOLUTE REQUIREMENT AND CONFLICTS ARISE DURING CONSTRUCTION THE CONTRACTOR WILL BEAR THE SOLE RESPONSIBILITY TO FIX THE CONFLICTS.
- 16.2. CONTRACTOR IS REQUIRED TO VERIFY THAT PROPER COVER AND PROTECTION OF EXISTING UTILITY LINES IS MAINTAINED OR OBTAINED WITHIN THE DESIGN ONCE VERIFICATION OF THE EXISTING UTILITIES IS COMPLETED AS OUTLINED IN 16.1 ABOVE.
- 16.3. IN ADDITION TO 16.1 AND 16.2 ABOVE, THE CONTRACTOR WILL VERIFY DEPTHS OF UTILITIES IN THE FIELD BY "POTHOLING" A MINIMUM OF 30 FEET HEAD OF PROPOSED PIPELINE CONSTRUCTION TO AVOID POTENTIAL CONFLICTS WITH DESIGNED PIPELINE ALIGNMENT AND GRADE AND EXISTING UTILITIES.
- 16.4. IF A CONFLICT ARISES BETWEEN EXISTING UTILITIES AND DESIGN UTILITIES (OR ANOTHER ASPECT OF PROPOSED CONSTRUCTION) AS DETERMINED UNDER 16.1, 16.2 OR 16.3 THE CONTRACTOR WILL NOTIFY THE ENGINEER IMMEDIATELY TO RESOLVE THE CONFLICT.
- 16.5. IF A CONFLICT ARISES BETWEEN EXISTING UTILITIES AND DESIGN UTILITIES (OR ANOTHER ASPECT OF PROPOSED CONSTRUCTION) RESULTING FROM THE CONTRACTOR'S NEGLIGENCE TO IDENTIFY AND/OR "POTHOLE" EXISTING UTILITIES AS REQUIRED IN 16.1, 16.2 AND 16.3 ABOVE, THE CONTRACTOR WILL BE REQUIRED TO RESOLVE THE CONFLICT WITHOUT ADDITIONAL COST OR CLAIM TO THE OWNER OR ENGINEER.
- 17. ANY AREA OUTSIDE THE LIMIT OF WORK THAT IS DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO COST TO OWNER.
- 18. CONSULT ALL OF THE DRAWINGS AND SPECIFICATIONS FOR COORDINATION REQUIREMENTS BEFORE COMMENCING CONSTRUCTION.
- 19. AT ALL LOCATIONS WHERE EXISTING PAVEMENT ABUTS NEW CONSTRUCTION, THE EDGE OF THE EXISTING PAVEMENT SHALL BE SAWCUT TO A CLEAN, SMOOTH EDGE.
- 20. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE MOST RECENT, ADOPTED EDITION OF ADA ACCESSIBILITY GUIDELINES.
- 21. CONTRACTOR SHALL, AT THE TIME OF BIDDING AND THROUGHOUT THE PERIOD OF THE CONTRACT, BE LICENSED IN THE STATE OF MONTANA AND SHALL BE BONDBLE FOR AN AMOUNT REQUIRED BY THE OWNER.
- 22. CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE ALL WATER, POWER, SANITARY FACILITIES AND TELEPHONE SERVICES AS REQUIRED FOR THE CONTRACTOR'S USE DURING CONSTRUCTION.
- 23. CONTRACTOR SHALL BE RESPONSIBLE FOR ADEQUATELY SCHEDULING INSPECTION AND TESTING OF ALL FACILITIES CONSTRUCTED UNDER THIS CONTRACT. ALL TESTING SHALL CONFORM TO THE REGULATORY AGENCY'S STANDARD SPECIFICATIONS. ALL RE-TESTING AND/OR RE-INSPECTION SHALL BE PAID FOR BY THE CONTRACTOR.
- 24. IF EXISTING IMPROVEMENTS NEED TO BE DISTURBED AND/OR REMOVED FOR THE PROPER PLACEMENT OF IMPROVEMENTS TO BE CONSTRUCTED BY THESE PLANS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING IMPROVEMENTS FROM DAMAGE. COST OF REPLACING OR REPAIRING EXISTING IMPROVEMENTS SHALL BE INCLUDED IN THE UNIT PRICE BID FOR ITEMS REQUIRING REMOVAL AND/OR REPLACEMENT. THERE WILL BE NO EXTRA COST DUE TO THE CONTRACTOR FOR REPLACING OR REPAIRING EXISTING IMPROVEMENTS.
- 25. WHENEVER EXISTING FACILITIES ARE REMOVED, DAMAGED, BROKEN, OR CUT IN THE INSTALLATION OF THE WORK COVERED BY THESE PLANS OR SPECIFICATIONS, SAID FACILITIES SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE WITH MATERIALS EQUAL TO OR BETTER THAN THE MATERIALS USED IN THE ORIGINAL EXISTING FACILITIES. THE FINISHED PRODUCT SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER, THE ENGINEER, AND THE RESPECTIVE REGULATORY AGENCY.
- 26. CONTRACTOR SHALL MAINTAIN A NEATLY MARKED SET OF FULL SIZE RECORD DRAWINGS SHOWING THE FINAL LOCATION AND LAYOUT OF ALL STRUCTURES AND OTHER FACILITIES. RECORD DRAWINGS SHALL REFLECT CHANGE ORDERS, ACCOMMODATIONS, AND ADJUSTMENTS TO ALL IMPROVEMENTS CONSTRUCTED. WHERE NECESSARY, SUPPLEMENTAL DRAWINGS SHALL BE PREPARED AND SUBMITTED BY THE CONTRACTOR. PRIOR TO ACCEPTANCE OF THE PROJECT, THE CONTRACTOR SHALL DELIVER TO THE ENGINEER ONE SET OF NEATLY MARKED RECORD DRAWINGS SHOWING THE INFORMATION REQUIRED ABOVE. RECORD DRAWINGS SHALL BE REVIEWED AND THE COMPLETE RECORD DRAWING SET SHALL BE CURRENT WITH ALL CHANGES AND DEVIATIONS REDLINED AS A PRECONDITION TO THE FINAL PROGRESS PAYMENT APPROVAL AND/OR FINAL ACCEPTANCE.
- 27. WHERE THE PLANS OR SPECIFICATIONS DESCRIBE PORTIONS OF THE WORK IN GENERAL TERMS BUT NOT IN COMPLETE DETAIL, IT IS UNDERSTOOD THAT ONLY THE BEST GENERAL PRACTICE IS TO PREVAIL AND THAT ONLY MATERIALS AND WORKMANSHIP OF THE FIRST QUALITY ARE TO BE USED.
- 28. ALL EXISTING GATES AND FENCES TO REMAIN UNLESS OTHERWISE NOTED ON PLANS. PROTECT ALL GATES AND FENCES FROM DAMAGE.
- 29. ALL EXISTING TREES ARE TO REMAIN UNLESS OTHERWISE NOTED ON PLANS. PROTECT ALL TREES FROM DAMAGE.
- 30. ASPHALT MIX DESIGN MUST BE SUBMITTED AND APPROVED BY THE GOVERNING AGENCY PRIOR TO THE PLACEMENT.
- 31. CONTRACTORS ARE RESPONSIBLE FOR ALL OSHA REQUIREMENTS ON THE PROJECT SITE.
- 32. A MPEDES (MONTANA POLLUTANT DISCHARGE ELIMINATION SYSTEM) PERMIT IS REQUIRED FOR ALL CONSTRUCTION ACTIVITIES 1 ACRE OR MORE AS WELL AS A STORM WATER POLLUTION PREVENTION PLAN.

UTILITY NOTES

- 1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THESE CONTRACT DOCUMENTS, CITY AND STATE REQUIREMENTS AND THE MOST RECENT EDITIONS OF THE FOLLOWING: THE INTERNATIONAL PLUMBING CODE, MONTANA DRINKING WATER REGULATIONS, MPWSS MANUAL OF STANDARD PLANS AND SPECIFICATIONS. THE CONTRACTOR IS REQUIRED TO ADHERE TO ALL OF THE ABOVE-MENTIONED DOCUMENTS UNLESS OTHERWISE NOTED AND APPROVED BY THE ENGINEER.
- 2. CONTRACTOR SHALL COORDINATE LOCATION OF NEW "DRY UTILITIES" WITH THE APPROPRIATE UTILITY COMPANY, INCLUDING BUT NOT LIMITED TO: TELEPHONE & INTERNET SERVICE, GAS SERVICE, CABLE, AND POWER.
- 3. EXISTING UTILITIES HAVE BEEN SHOWN ON THE PLANS BASED ON ON-SITE SURVEY. PRIOR TO COMMENCING ANY WORK, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE EACH UTILITY COMPANY LOCATE, IN THE FIELD, THEIR MAIN AND SERVICE LINES. THE CONTRACTOR SHALL NOTIFY BLUE STAKES AT 811 OR 1-800-424-6858 48 HOURS IN ADVANCE OF PERFORMING ANY EXCAVATION WORK. THE CONTRACTOR SHALL RECORD THE BLUE STAKES ORDER NUMBER AND FURNISH ORDER NUMBER TO OWNER AND ENGINEER PRIOR TO ANY EXCAVATION. IT WILL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO DIRECTLY CONTACT ANY OTHER UTILITY COMPANIES THAT ARE NOT MEMBERS OF BLUE STAKES. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO PROTECT ALL EXISTING UTILITIES SO THAT NO DAMAGE RESULTS TO THEM DURING THE PERFORMANCE OF THIS CONTRACT. ANY REPAIRS NECESSARY TO DAMAGED UTILITIES SHALL BE PAID FOR BY THE CONTRACTOR. THE CONTRACTOR SHALL BE REQUIRED TO COOPERATE WITH OTHER CONTRACTORS AND UTILITY COMPANIES INSTALLING NEW STRUCTURES, UTILITIES AND SERVICE TO THE PROJECT.
- 4. CARE SHOULD BE TAKEN IN ALL EXCAVATIONS DUE TO POSSIBLE EXISTENCE OF UNRECORDED UTILITY LINES. EXCAVATION REQUIRED WITHIN PROXIMITY OF EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT CONTRACTOR'S EXPENSE.
- 5. TRENCH BACKFILL MATERIAL AND COMPACTION TESTS ARE TO BE TAKEN PER MPWSS STANDARD SPECIFICATIONS (CURRENT EDITION), OR AS REQUIRED BY THE GEOTECHNICAL REPORT IF NATIVE MATERIALS ARE USED. NO NATIVE MATERIALS ARE ALLOWED IN THE PIPE ZONE. THE MAXIMUM LIFT FOR BACKFILLING EXCAVATIONS IS DETERMINED BY THE GEOTECHNICAL RECOMMENDATIONS.
- 6. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR CONFORMING TO LOCAL AND FEDERAL CODES GOVERNING SHORING AND BRACING OF EXCAVATIONS AND TRENCHES AND FOR THE PROTECTION OF WORKERS.
- 7. THE CONTRACTOR IS REQUIRED TO KEEP ALL CONSTRUCTION ACTIVITIES WITHIN THE APPROVED PROJECT LIMITS. THIS INCLUDES, BUT IS NOT LIMITED TO VEHICLE AND EQUIPMENT STAGING, MATERIAL STORAGE AND LIMITS OF TRENCH EXCAVATION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN PERMISSION AND/OR EASEMENTS FROM THE APPROPRIATE GOVERNING ENTITY AND/OR INDIVIDUAL PROPERTY OWNER(S) FOR WORK OR STAGING OUTSIDE OF THE PROJECT LIMITS.
- 8. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE, CAUSED BY ANY CONDITION INCLUDING SETTLEMENT, TO EXISTING UTILITIES FROM WORK PERFORMED AT OR NEAR EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE ALL MEASURES NECESSARY TO PROTECT ALL EXISTING PUBLIC AND PRIVATE ROADWAY AND UTILITY FACILITIES. DAMAGE TO EXISTING FACILITIES CAUSED BY THE CONTRACTOR MUST BE REPAIRED BY THE CONTRACTOR AT HIS/HER EXPENSE TO THE SATISFACTION OF THE OWNER OF SAID FACILITIES.
- 9. ALL WATER LINE AND SEWER LINE INSTALLATION AND TESTING TO BE IN ACCORDANCE WITH LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- 10. ALL MANHOLES, HYDRANTS, VALVES, CLEANOUT BOXES, CATCH BASINS, METERS, ETC. MUST BE RAISED OR LOWERED TO FINAL GRADE PER MPWSS (CURRENT EDITION) STANDARDS AND INSPECTOR REQUIREMENTS. CONCRETE COLLARS MUST BE CONSTRUCTED ON ALL MANHOLES, CLEANOUT BOXES, CATCH BASINS, AND VALVES PER MPWSS STANDARDS. ALL MANHOLE, CATCH BASIN, OR CLEANOUT BOX CONNECTIONS MUST BE MADE WITH THE PIPE CUT FLUSH WITH THE INSIDE OF THE BOX AND GROUTED OR SEALED.
- 11. CONTRACTOR SHALL NOT ALLOW ANY GROUNDWATER OR DEBRIS TO ENTER THE NEW OR EXISTING PIPE DURING CONSTRUCTION.
- 12. SILT AND DEBRIS ARE TO BE CLEANED OUT OF ALL STORM DRAIN BOXES. CATCH BASINS ARE TO BE MAINTAINED IN A CLEANED CONDITION AS NEEDED UNTIL AFTER THE FINAL BOND RELEASE INSPECTION.
- 13. CONTRACTOR SHALL CLEAN ASPHALT, TAR OR OTHER ADHESIVES OFF OF ALL MANHOLE LIDS AND INLET GRATES TO ALLOW ACCESS.
- 14. EACH TRENCH SHALL BE EXCAVATED SO THAT THE PIPE CAN BE LAID TO THE ALIGNMENT AND GRADE AS REQUIRED. THE TRENCH WALL SHALL BE SO BRACED THAT THE WORKMEN MAY WORK SAFELY AND EFFICIENTLY. ALL TRENCHES SHALL BE DRAINED SO THE PIPE LAYING MAY TAKE PLACE IN DEWATERED CONDITIONS.
- 15. CONTRACTOR SHALL PROVIDE AND MAINTAIN AT ALL TIMES AMPLE MEANS AND DEVICES WITH WHICH TO REMOVE PROMPTLY AND TO PROPERLY DISPOSE OF ALL WATER ENTERING THE TRENCH EXCAVATION.
- 16. ALL SEWER LINES AND SEWER SERVICES SHALL HAVE A MINIMUM SEPARATION OF 10 FEET, EDGE TO EDGE, FROM THE WATER LINES. IF A 10 FOOT SEPARATION CANNOT BE MAINTAINED, CONSTRUCTION PER GOVERNING AGENCY'S MINIMUM SEPARATION STANDARDS.
- 17. CONTRACTOR SHALL INSTALL THRUST BLOCKING AT ALL WATERLINE ANGLE POINTS AND TEES.
- 18. ALL UNDERGROUND UTILITIES SHALL BE IN PLACE PRIOR TO INSTALLATION OF CURB, GUTTER, SIDEWALK AND STREET PAVING.
- 19. CONTRACTOR SHALL INSTALL MAGNETIC LOCATING TAPE CONTINUOUSLY OVER ALL NONMETALLIC PIPE.

TRAFFIC CONTROL AND SAFETY NOTES

- 1. TRAFFIC CONTROL AND STRIPING TO CONFORM TO THE CURRENT MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.).
- 2. BARRICADING AND DETOURING SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE CURRENT M.U.T.C.D.
- 3. NO STREET SHALL BE CLOSED TO TRAFFIC WITHOUT WRITTEN PERMISSION FROM THE APPROPRIATE AGENCY, EXCEPT WHEN DIRECTED BY LAW ENFORCEMENT OR FIRE OFFICIALS.
- 4. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO PROVIDE FOR SMOOTH TRAFFIC FLOW AND SAFETY. ACCESS SHALL BE MAINTAINED FOR ALL PROPERTIES ADJACENT TO THE WORK.
- 5. DETOURING OPERATIONS FOR A PERIOD OF SIX CONSECUTIVE CALENDAR DAYS, OR MORE, REQUIRE THE INSTALLATION OF TEMPORARY STREET STRIPING AND REMOVAL OF INTERFERING STRIPING BY SANDBLASTING. THE DETOURING STRIPING PLAN OR CONSTRUCTION TRAFFIC CONTROL PLAN MUST BE SUBMITTED TO THE GOVERNING AGENCY FOR REVIEW AND APPROVAL.
- 6. ALL TRAFFIC CONTROL DEVICES SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AT THE END OF THE WORK TO THE SATISFACTION OF THE GOVERNING AGENCY.
- 7. TRAFFIC CONTROL DEVICES (TCDs) SHALL REMAIN VISIBLE AND OPERATIONAL AT ALL TIMES.
- 8. ALL PERMANENT TRAFFIC CONTROL DEVICES CALLED FOR HEREON SHALL BE IN PLACE AND IN FINAL POSITION PRIOR TO ALLOWING ANY PUBLIC TRAFFIC ONTO THE PORTIONS OF THE ROAD(S) BEING IMPROVED HEREUNDER, REGARDLESS OF THE STATUS OF COMPLETION OF PAVING OR OTHER OFF-SITE IMPROVEMENTS CALLED FOR BY THESE PLANS.
- 9. THE CONTRACTOR SHALL PROVIDE BARRICADES, SIGNS, FLASHERS, OTHER EQUIPMENT AND FLAG PERSONS NECESSARY TO INSURE THE SAFETY OF WORKERS AND VISITORS.
- 10. THERE MAY BE BURIED UTILITIES WITHIN THE LIMITS OF DISTURBANCE THAT ARE NOT SHOWN ON THE PLANS DUE TO LACK OF MAPPING OR RECORD INFORMATION. CONTRACTOR SHALL NOTIFY THE ENGINEER WHEN UNEXPECTED UTILITIES ARE DISCOVERED.
- 11. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING AND PROTECTING FROM DAMAGE ALL EXISTING UTILITIES AND IMPROVEMENTS WHETHER OR NOT SHOWN ON THESE PLANS. THE FACILITIES AND IMPROVEMENTS ARE BELIEVED TO BE CORRECTLY SHOWN BUT THE CONTRACTOR IS REQUIRED TO SATISFY HIMSELF AS TO THE COMPLETENESS AND ACCURACY OF THE LOCATION RECORDS. CONTRACTOR PERFORMING WORK ON THIS PROJECT SHALL FAMILIARIZE HIMSELF WITH THE SITE AND SHALL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGE TO EXISTING FACILITIES RESULTING DIRECTLY, OR INDIRECTLY, FROM HIS OPERATIONS, WHETHER OR NOT SAID FACILITIES ARE SHOWN ON THESE PLANS.

DEMOLITION NOTES

- 1. EXISTING UTILITY INFORMATION SHOWN IS FOR INFORMATIONAL PURPOSES ONLY. IT IS DERIVED FROM ON-SITE SURVEY AND MAY NOT BE LOCATED CORRECTLY AND IS NOT ALL INCLUSIVE. CONTRACTOR SHALL FIELD LOCATE ALL UTILITIES WITHIN THE PROJECT LIMITS BEFORE BEGINNING DEMOLITION CONSTRUCTION.
- 2. THERE MAY BE BURIED UTILITIES WITHIN THE LIMITS OF DISTURBANCE THAT ARE NOT SHOWN ON THE PLANS DUE TO LACK OF MAPPING OR RECORD INFORMATION. CONTRACTOR SHALL NOTIFY THE ENGINEER WHEN UNEXPECTED UTILITIES ARE DISCOVERED.
- 3. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING AND PROTECTING FROM DAMAGE ALL EXISTING UTILITIES AND IMPROVEMENTS WHETHER OR NOT SHOWN ON THESE PLANS. THE FACILITIES AND IMPROVEMENTS ARE BELIEVED TO BE CORRECTLY SHOWN BUT THE CONTRACTOR IS REQUIRED TO SATISFY HIMSELF AS TO THE COMPLETENESS AND ACCURACY OF THE LOCATION RECORDS. CONTRACTOR PERFORMING WORK ON THIS PROJECT SHALL FAMILIARIZE HIMSELF WITH THE SITE AND SHALL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGE TO EXISTING FACILITIES RESULTING DIRECTLY, OR INDIRECTLY, FROM HIS OPERATIONS, WHETHER OR NOT SAID FACILITIES ARE SHOWN ON THESE PLANS.

GRADING AND DRAINAGE NOTES

- 1. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS SET FORTH IN THE GEOTECHNICAL REPORT AND ALL RELATED ADDENDUMS.
- 2. THE CONTRACTOR SHALL STRIP AND CLEAR THE TOPSOIL, MAJOR ROOTS AND ORGANIC MATERIAL FROM ALL PROPOSED BUILDING AND PAVEMENT AREAS PRIOR TO SITE GRADING. (THE TOPSOIL MAY BE STOCKPILED FOR LATER USE IN LANDSCAPED AREAS.)
- 3. THE CONTRACTOR SHALL REMOVE ALL ORGANIC MATERIAL AND OTHER DELETERIOUS MATERIALS PRIOR TO PLACING GRADING FILL OR BASE COURSE. THE AREA SHOULD BE PROOF-ROLLED TO IDENTIFY ANY SOFT AREAS. WHERE SOFT AREAS ARE ENCOUNTERED, THE CONTRACTOR SHALL REMOVE THE SOIL AND REPLACE WITH COMPACTED FILL.
- 4. ALL DEBRIS PILES AND BERMS SHOULD BE REMOVED AND HAULED AWAY FROM SITE OR USED AS GENERAL FILL IN LANDSCAPED AREAS.
- 5. THE CONTRACTOR SHALL CONSTRUCT THE BUILDING PAD TO THESE DESIGN PLANS AS PART OF THE SITE GRADING CONTRACT, AND STRICTLY ADHERE TO THE SITE PREPARATION AND GRADING REQUIREMENTS OUTLINED IN THE GEOTECHNICAL REPORT.
- 6. THE CONTRACTOR SHALL GRADE THE PROJECT SITE TO PROVIDE A SMOOTH TRANSITION BETWEEN NEW AND EXISTING ASPHALT, CURB AND GUTTER, AND ADJOINING SITE IMPROVEMENTS.
- 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE AND DEBRIS ON ADJACENT STREETS WHEN EQUIPMENT IS TRAVELING THOSE STREETS.
- 8. THE CONTRACTOR SHALL BE FAMILIAR WITH ALL CONDITIONS AND RECOMMENDATIONS OUTLINED IN THE GEOTECHNICAL REPORT AND TAKE ALL NECESSARY PRECAUTIONS AND RECOMMENDED PROCEDURES TO ASSURE SOUND GRADING PRACTICES.
- 9. THE CONTRACTOR SHALL TAKE APPROPRIATE GRADING MEASURES TO DIRECT STORM SURFACE RUNOFF TOWARDS CATCH BASINS.
- 10. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THESE PLANS ARE BASED ON ON-SITE SURVEY. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.
- 11. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM ALL NECESSARY CUTS AND FILLS WITHIN THE LIMITS OF THIS PROJECT AND THE RELATED OFF-SITE WORK, SO AS TO GENERATE THE DESIRED SUBGRADE, FINISH GRADES, AND SLOPES SHOWN.
- 12. THE CONTRACTOR IS WARNED THAT AN EARTHWORK BALANCE WAS NOT NECESSARILY THE INTENT OF THIS PROJECT. ANY ADDITIONAL MATERIAL REQUIRED OR LEFTOVER MATERIAL FOLLOWING EARTHWORK OPERATIONS BECOMES THE RESPONSIBILITY OF THE CONTRACTOR.
- 13. THE GRADING CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH THE OWNER TO PROVIDE FOR THE REQUIREMENTS OF THE PROJECT STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND ASSOCIATED PERMIT. ALL CONTRACTOR ACTIVITIES 1 ACRE OR MORE IN SIZE ARE REQUIRED TO PROVIDE A STORM WATER POLLUTION PREVENTION PLAN.
- 14. ALL CUT AND FILL SLOPES SHALL BE PROTECTED UNTIL EFFECTIVE EROSION CONTROL HAS BEEN ESTABLISHED.
- 15. THE USE OF PORTABLE WATER WITHOUT A SPECIAL PERMIT FOR BUILDING OR CONSTRUCTION PURPOSES INCLUDING CONSOLIDATION OF BACKFILL, OR DUST CONTROL IS PROHIBITED. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR CONSTRUCTION WATER FROM GOVERNING AGENCY.
- 16. THE CONTRACTOR SHALL MAINTAIN THE STREETS, SIDEWALKS, AND ALL OTHER PUBLIC RIGHT-OF-WAYS IN A CLEAN, SAFE AND USABLE CONDITION. ALL SPILLS OF SOIL, ROCK OR CONSTRUCTION DEBRIS SHALL BE PROMPTLY REMOVED FROM THE PUBLICLY OWNED PROPERTY DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT. ALL ADJACENT PROPERTY, PRIVATE OR PUBLIC, SHALL BE MAINTAINED IN A CLEAN, SAFE, AND USABLE CONDITION.

ABBREVIATIONS

Table with 2 columns: Abbreviation and Description. Includes AR (ACCESSIBLE ROUTE), ASTM (AMERICAN SOCIETY FOR TESTING AND MATERIALS), AWMA (AMERICAN WATER WORKS ASSOCIATION), BBS (BOTTOM OF STEP), BVC (BEGIN VERTICAL CURVE), C (CURVE), CB (CATCH BASIN), CF (CURB FACE OR CUBIC FEET), CL (CENTER LINE), CO (CLEAN OUT), COMM (COMMUNICATION), CONC (CONCRETE), CONT (CONTINUOUS), DIA (DIAMETER), DIP (DUCTILE IRON PIPE), ELEC (ELECTRICAL), ELEV (ELEVATION), EGA (EDGE OF ASPHALT), EVC (END OF VERTICAL CURVE), EW (EACH WAY), EX (EXISTING), FF (FINISH FLOOR), FG (FINISH GRADE), FH (FIRE HYDRANT), FL (FLOW LINE OR FLANGE), GB (GRADE BREAK), GF (GARAGE FLOOR), GV (GATE VALVE), HC (HANDICAP), HP (HIGH POINT), IRR (IRRIGATION), K (RATE OF VERTICAL CURVATURE), LD (LAND DRAIN), LF (LINEAR FEET), LP (LOW POINT), MEX (MATCH EXISTING), MH (MANHOLE), MJ (MECHANICAL JOINT), MPWSS (MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS), NG (NATURAL GROUND), NC (NOT IN CONTRACT), NO (NUMBER), OC (ON CENTER), OCEW (ON CENTER EACH WAY), OHP (OVERHEAD POWER), PC (POINT OF CURVATURE OR PRESSURE CLASS), PCC (POINT OF COMPOUND CURVATURE), PI (POINT OF INTERSECTION), PIV (POST INDICATOR VALVE), PLY (PROPERTY LINE), PRC (POINT OF REVERSE CURVATURE), PRO (PROPOSED), PT (POINT OF TANGENCY), PVC (POINT OF VERTICAL CURVATURE), PVI (POINT OF VERTICAL INTERSECTION), PVT (POINT OF VERTICAL TANGENCY), R (RADIUS), RD (ROOF DRAIN), ROW (RIGHT OF WAY), S (SLOPE), SAN SWR (SANITARY SEWER), SD (STORM DRAIN), SEC (SECONDARY), SS (SANITARY SEWER), STA (STATION), SW (SECONDARY WATER LINE), TBC (TOP BACK OF CURB), TOG (TOP OF GRATE), TOD (TOP OF ASPHALT), TOC (TOP OF CONCRETE), TOF (TOP OF FOUNDATION), TOW (TOP OF WALL), TOS (TOP OF STEP), TYP (TYPICAL), VC (VERTICAL CURVE), WV (WALL INDICATOR VALVE), W (WATER LINE).

NOTE: MAY CONTAIN ABBREVIATIONS THAT ARE NOT USED IN THIS PLAN SET.

LEGEND

Table with 2 columns: Symbol and Description. Includes SECTION CORNER, EXISTING MONUMENT, PROPOSED MONUMENT, EXISTING REBAR AND CAP, SET ENSIGN REBAR AND CAP, EXISTING WATER METER, PROPOSED WATER METER, EXISTING WATER MANHOLE, PROPOSED WATER MANHOLE, EXISTING WATER BOX, EXISTING WATER VALVE, PROPOSED WATER VALVE, EXISTING FIRE HYDRANT, PROPOSED FIRE HYDRANT, PROPOSED FIRE DEPARTMENT CONNECTION, EXISTING SECONDARY WATER VALVE, EXISTING SANITARY SEWER VALVE, EXISTING IRRIGATION BOX, EXISTING IRRIGATION VALVE, PROPOSED IRRIGATION VALVE, EXISTING SANITARY SEWER MANHOLE, PROPOSED SANITARY SEWER MANHOLE, EXISTING SANITARY CLEAN OUT, EXISTING STORM DRAIN CLEAN OUT BOX, PROPOSED STORM DRAIN CLEAN OUT BOX, EXISTING STORM DRAIN INLET BOX, EXISTING STORM DRAIN CATCH BASIN, PROPOSED STORM DRAIN CATCH BASIN, EXISTING STORM DRAIN COMBO BOX, PROPOSED STORM DRAIN COMBO BOX, EXISTING STORM DRAIN CLEAN OUT, EXISTING STORM DRAIN CULVERT, PROPOSED STORM DRAIN CULVERT, TEMPORARY SAG INLET PROTECTION, TEMPORARY SAG INLET PROTECTION, ROOF DRAIN, EXISTING ELECTRICAL MANHOLE, EXISTING ELECTRICAL BOX, EXISTING TRANSFORMER, EXISTING ELECTRICAL BOX, EXISTING UTILITY POLE, EXISTING LIGHT, PROPOSED LIGHT, EXISTING GAS METER, EXISTING GAS MANHOLE, EXISTING GAS VALVE, EXISTING TELEPHONE MANHOLE, EXISTING TELEPHONE BOX, EXISTING TRAFFIC SIGNAL BOX, EXISTING CABLE BOX, EXISTING BOLLARD, PROPOSED BOLLARD, EXISTING SIGN, PROPOSED SIGN, EXISTING SPOT ELEVATION, PROPOSED SPOT ELEVATION, EXISTING FLOW DIRECTION, EXISTING TREE, DENSE VEGETATION.

NOTE: MAY CONTAIN SYMBOLS THAT ARE NOT USED IN THIS PLAN SET.

SHEET:

C-001

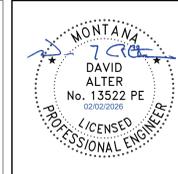






**GENERAL NOTES**

1. ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
2. ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
3. ALL WORK SHALL COMPLY WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER POSSIBLY INCLUDING, BUT NOT LIMITED TO, REMOVAL OF UNCONSOLIDATED FILL, ORGANICS, AND DEBRIS; PLACEMENT OF SUBSURFACE DRAIN LINES AND GEOTEXTILE, AND OVEREXCAVATION OF UNSUITABLE BEARING MATERIALS AND PLACEMENT OF ACCEPTABLE FILL MATERIAL.
4. THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE EXISTING SOIL CONDITIONS.
5. ELEVATIONS HAVE BEEN TRUNCATED FOR CLARITY. XXXX REPRESENTS AN ELEVATION OF 60XX.XX ON THESE PLANS.
6. LANDSCAPED AREAS REQUIRE SUBGRADE TO BE MAINTAINED AT A SPECIFIC ELEVATION BELOW FINISHED GRADE AND REQUIRE SUBGRADE TO BE PROPERLY PREPARED AND SCARIFIED. SEE LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
7. SLOPE ALL LANDSCAPED AREAS AWAY FROM BUILDING FOUNDATIONS TOWARD CURB AND GUTTER OR STORM DRAIN INLETS.
8. EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
9. ALL STORM DRAIN INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY STANDARD PLANS AND SPECIFICATIONS.
10. ENSURE MINIMUM COVER OVER ALL STORM DRAIN PIPES PER MANUFACTURER'S RECOMMENDATIONS. NOTIFY ENGINEER IF MINIMUM COVER CANNOT BE ATTAINED.
11. ALL FACILITIES WITH DOWNSPOUTS/ROOF DRAINS SHALL BE CONNECTED TO THE STORM DRAIN SYSTEM. SEE PLUMBING PLANS FOR DOWNSPOUT/ROOF DRAIN LOCATIONS AND SIZES. ALL ROOF DRAINS TO HAVE MINIMUM 1% SLOPE.
12. THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
13. NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING CONCRETE, ASPHALT, OR STORM DRAIN STRUCTURES OR PIPES.
14. THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.
15. ALL UTILITY LINES MUST HAVE TRACING LINES OR LOCATE TAPE TO THE APPROVAL AND INSPECTION OF THE PUBLIC WORKS DEPARTMENT.



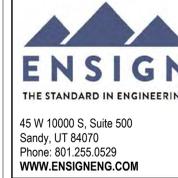
ISSUED SETS

02.03.2026	PERMIT SET - PHASE 2
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REVISIONS

REV#	DATE	DESCRIPTION

DRAWN: DJC  
 CHECKED: JFK  
 JOB NO: 14388



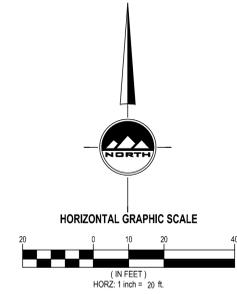
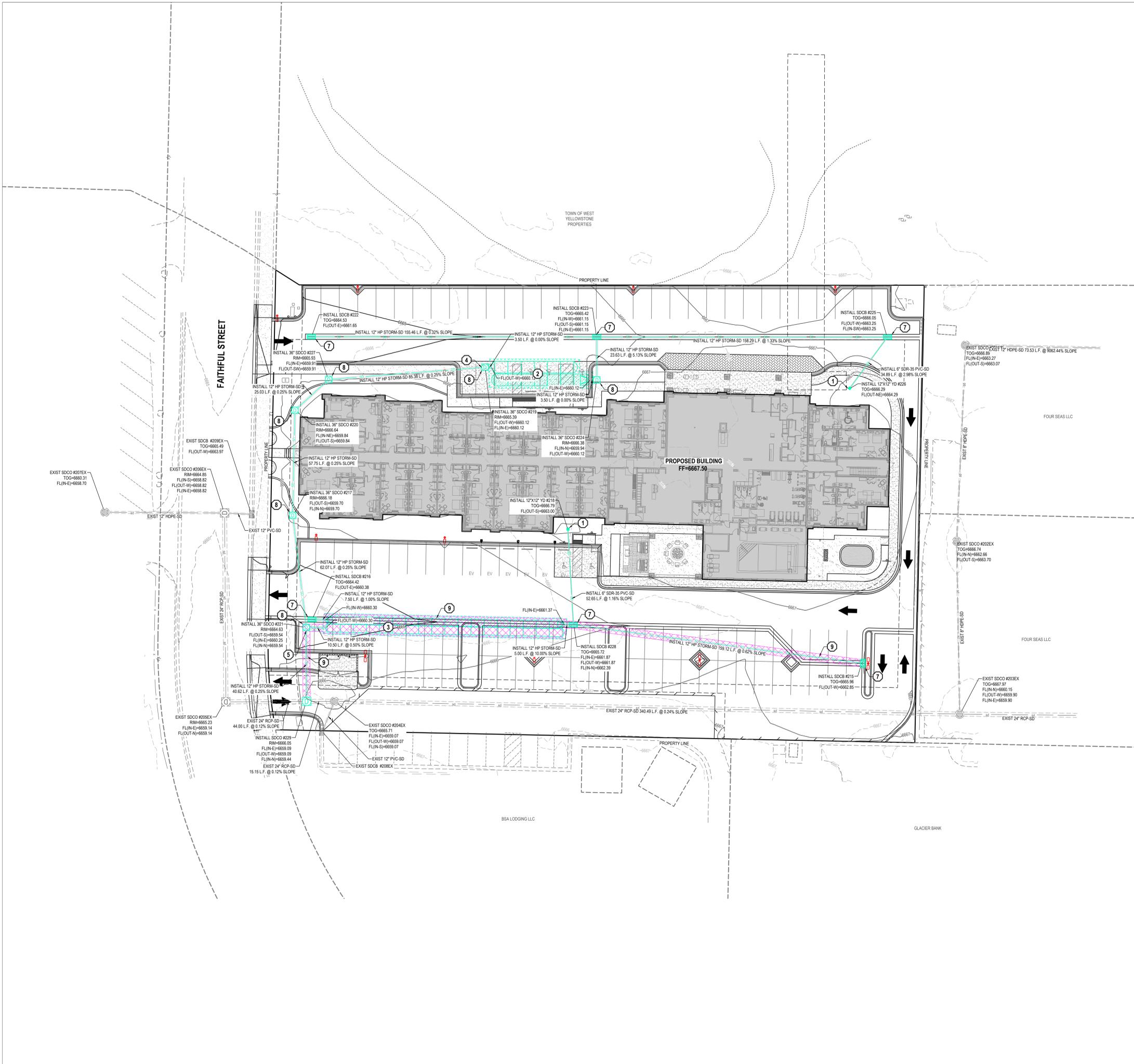
- SCOPE OF WORK:**  
 PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:
1. 12" PVC IN-LINE DRAIN WITH SLOTTED GRATE AND 6" OUTLET RISER, INCLUDING ALL FITTINGS PER DETAIL 12C-500. INSTALL PER MANUFACTURER'S SPECIFICATIONS. EXTEND END OF 6" SPOOL 1' ABOVE PROPOSED TOP OF GRADE ELEVATION. ADJUST GRATE TO APPROPRIATE FINAL ELEVATION PER PLANS AND LANDSCAPE TREATMENT.
  2. UNDERGROUND DETENTION CHAMBERS (NORTH BASIN)  
 (13) STORMTECH MC-300 CHAMBERS INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.  
 100-YEAR VOLUME REQUIRED = 2,512 C.F.  
 100-YEAR VOLUME PROVIDED = 2,569 C.F.  
 TOP OF GRAVEL ELEVATION = 6664.75  
 TOP OF CHAMBER ELEVATION = 6663.75  
 BOTTOM OF CHAMBER ELEVATION = 6660.00  
 BOTTOM OF GRAVEL ELEVATION = 6659.25
  3. UNDERGROUND DETENTION CHAMBERS (SOUTH BASIN)  
 (06) STORMTECH SC-800 CHAMBERS INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.  
 100-YEAR VOLUME REQUIRED = 3,341 C.F.  
 100-YEAR VOLUME PROVIDED = 3,346 C.F.  
 TOP OF GRAVEL ELEVATION = 6663.42  
 TOP OF CHAMBER ELEVATION = 6662.52  
 BOTTOM OF CHAMBER ELEVATION = 6660.17  
 BOTTOM OF GRAVEL ELEVATION = 6659.67
- \*STORAGE CHAMBERS TO BE INSTALLED PER MANUFACTURER'S DRAWINGS AND SPECIFICATIONS. SUBMITTAL MUST BE PROVIDED TO EOR FOR REVIEW PRIOR TO ORDERING MATERIALS OR BEGINNING CONSTRUCTION. CONTRACTORS SHALL HOLD A PRECONSTRUCTION MEETING WITH THE MANUFACTURER PRIOR TO STARTING CONSTRUCTION.
4. 1.67" ORIFICE PLATE PER DETAIL 13C-500 INSTALLED ON WEST SIDE OF STORM DRAIN BOX.
  5. 2.67" ORIFICE PLATE PER DETAIL 13C-500 INSTALLED ON SOUTH SIDE OF STORM DRAIN BOX.
  6. SEE MECHANICAL PLANS FOR CONTINUATION.
  7. CATCH BASIN PER TOWN OF WEST YELLOWSTONE'S STANDARDS AND SPECIFICATIONS.
  8. CLEANOUT BOX PER TOWN OF WEST YELLOWSTONE'S STANDARDS AND SPECIFICATIONS.
  9. 7" THICK RIGID FOAM INSULATION OVER/UNDER STORM DRAIN PIPE AND CHAMBER SYSTEM. SEE DETAIL 16C-500 FOR MORE INFORMATION.

TOWNEPLACE SUITES BY MARRIOTT  
 105 S Faithful Street, West Yellowstone, MT 59758

PERMIT SET - PHASE 2

DRAINAGE PLAN

SHEET:  
**C-301**









## RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: Octane Addictions

Event or Project Name: Octane Expo and Snowmobile Rodeo

Date Submitted: 1.21.26

Date Approved by MAPFAB: 2.12.26

Requested Funding Amount: \$26,700

Approved Funding Amount: \$26,700

Comments: None

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: Octane Addictions

Event or Project Contact Person: Tyler Johnson

Address: 7108 Niehenke Ave Billings MT 59101

Phone: 406-861-0288 Email: octaneaddictions@hotmail.com

Application Submission Date: 1-21-25

### EVENT OR PROJECT INFORMATION

Event or Project Name: Octane Expo & Snowmobile Rodeo

Location of Event or Project: West Yellowstone City Park

Date(s) of Event or Project: March 6th & 7th 2026

Estimated Total Event or Project Cost: 140,000

MAP Fund Amount Requested: 50,000

## 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.

West Yellowstone was once known as the Snowmobile Capital of the world! When the busy winter season started slowing down many would pack the city in anticipation of checking out all that EXPO had to offer. From Vendors packing the Holiday Inn to the excitement of Snow Cross Races throughout the day. Then our shows come to a close with the heart thrilling Octane Freestyle shows. This exact setting is what most of us Remember.

Our goal is to continue bringing this back to West Yellowstone, a celebration to finish up the winter festivities.

The event will be a three-day event with shows each day including neck to neck competition from the world's best Freestyle riders. They will each be given a slotted time to hype the crowd and show what they are capable of! Last year the Vintage races were a big hit and we will be doing it again.

We will also have a Snowmobile Rodeo where five teams can compete for the purse in fun events known to create nothing but entertainment and humor!

Our plan is also to have the street lined with vendors creating a fun atmosphere and drive business for not only West Yellowstone but those willing to travel and set up a vendor space.

## 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.

Set up starting March 5th

Gates open 1pm March 6th (same schedule the following day)

Show starts 2pm

Event Close 4 or 5pm

After Event Entertainment 6-11pm

## 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.

We plan several forms of marketing all including the logo provided by MAP fund representing the support of West Yellowstone Businesses.

Examples include

Radio

TV

Print and Signage

Social Media

Snowmobile Ads

Vendor Promotions

## SECTION 4 - PROPOSED BUDGET

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

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

## SECTION 4 - PROPOSED BUDGET

### Octane Rodeo Estimated Expenses

Riders \$6,700  
Travel for Riders \$10,000  
Trash \$250  
Groomer \$3,850  
Security \$3,500  
Announcer \$2,500  
Fuel \$2,500  
Toilets \$1,400  
Insurance \$5,500  
Back Country Villiage \$10,000  
Print Posters/Flyers \$3,000  
Octane Freestyle \$25,000  
Fencing \$3,000  
Equipment Rental \$5,000  
Amplification \$3,500  
Employee Wages \$5,000  
Tent Rental and Setup \$15,000  
Screens for Movie Premiere \$7,500  
DJ \$3,500

TOTAL \$116,700

### Income

Vendors \$15,000  
Sponsors \$50,000  
Ticket Sales \$60,000  
Grant(s) \$23,300 Awarded, \$26,700 Requesting Totaling \$50,000

TOTAL \$175,000

## 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 location we have chosen is perfect being in the heart of West Yellowstone. This will allow attendees to come on foot and then stop by several of the local businesses. West Yellowstone is needing more winter events and reasons for people to travel. This is one of the best times as people are getting cabin fever and looking for things to do. It's been proven and shown the successes in the past, so our goal is to build again!

In 2025 we received very positive feedback from local businesses that reported increased sales and revenue.

- 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.

In 2025 we saw a lot of interest in a return in 2026. We have received email and phone correspondence from multiple vendors and spectators showing interest in returning. We plan on pushing more advertising and generating interest in the winter sports community, extending our online marketing strategy and reaching out to more vendors.

- 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)?

In 2025 we received \$40,000 from the West Yellowstone MAP fund for the Expo. All funds were spent and all expenses were paid by the MAP fund with additional funds being provided by Octane Addictions from ticket sales and vendor reservations.

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

Without the investment of the MAP fund we would be unable to continue with this event.

- 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"

We plan several forms of marketing all including the logo provided by MAP fund representing the support of West Yellowstone Businesses.

Examples include:

Radio

TV

Print

Social Media

Snowmobile Ads

## 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.

2025 outcome report attached.

# Certification

Applicant Individual or Organization: OA Promotions

Event or Project Contact Person: Tyler Johnson

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

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

Signature  Name (printed) Tyler Johnson

Title Promoter Date 1-21-25

## 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:

_____	_____	_____
_____	_____	_____
_____	_____	_____



## RECOMMENDATION TO TOWN COUNCIL (RTC) FOR AWARD APPROVAL

Event or Project Applicant: West Yellowstone Ski Education Foundation

Event or Project Name: Taste of the Trails

Date Submitted: 1.19.26

Date Approved by MAPFAB: 2.12.26

Requested Funding Amount: \$1000

Approved Funding Amount: \$500

Comments: Applicant reduced their funding request to \$500 at the 2.12.26 MAPFAB meeting.  
Event expenses to be funded: Marketing \$150; Grooming \$100; Catering \$250

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: West Yellowstone Ski Education Foundation

Event or Project Contact Person: Julie Wieseler

Address: PO Box 956

Phone: 406.539.6021 Email: wysefgrants@gmail.com

Application Submission Date: 19 January 2026

### EVENT OR PROJECT INFORMATION

Event or Project Name: Taste of the Trails

Location of Event or Project: Rendezvous Ski Trails

Date(s) of Event or Project: 14 February 2026

Estimated Total Event or Project Cost: \$4975

MAP Fund Amount Requested: \$1000

## 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.

The Taste of the Trails has been held on the Rendezvous Ski Trails for many years and is well attended. In recent years, the event has been capped at 100 participants, and generally sells out.

Taste of the Trails is designed to encourage skiers of all ages and abilities to try cross-country skiing in a simple and festive format. A 5 km (3.1 mile) course takes skiers and snowshoers around the Rendezvous Ski Trails. Four feed stations are staffed by volunteers and each offers a different course: Station 1, appetizers; Station 2, soup; Station 3, main course; and Station 4, dessert. Skiers and snowshoers can casually stride from station to station, revel in the winter landscapes, refuel with friends and explore the trails in a relaxed, noncompetitive atmosphere.

All of the food served has traditionally been made by WYSEF board members, staff, and ski team families. Given the event's popularity, we really want it to grow. The only way we can do this is use some catering to augment food offerings. To encourage people to spend a night in West Yellowstone, we have scheduled the Taste of the Trails the day before SPAM Cup #3.

We are seeking funding from the MAP board to cover the cost of some catering and some of the grooming.

## 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.

The event is scheduled to take place 14 February, 2026. Event general planning started in June 2025, with more specifics being considered at board meetings in November, December, and January. Initial marketing started in late August.

11:45a - 1:00p check-in (we request snowshoers to check in by noon such that they can make to the stations before they close up)

1:45p station 1 closes

2:30p station 2 closes

3:15p station 3 closes

4:00p station 4 closes

- station closings depend on activity.

The above is based on previous years' timelines.

## 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 Taste of the Trails is marketed through printed posters at the Rendezvous Trailhead building and via social media (Facebook and Instagram). The event is promoted through regional ski associations, and through Destination Yellowstone seasonal marketing. And yes, West Yellowstone, MT, is clearly identified as the event location and the place to be on 14 February 2026.

## 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.**
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- 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.**

2026 Taste of the Trails Budget

<b>Income</b>		
	Registration	\$3,175.00
	Donation (time & food)	\$800.00
	MAP Funds	\$1,000.00
	<b>Total</b>	<b>\$4,975.00</b>
<b>Expenses</b>		
	Supplies	\$2,200.00
	Grooming	\$1,500.00
	Forest Service Special Use Permit	\$85.00
	Event insurance	\$300.00
	Marketing	\$150.00
	Payroll (Director)	\$290.00
	Miscellaneous	\$450.00
	<b>Total</b>	<b>\$4,975.00</b>
<b>MAP request</b>		
	Grooming	\$100.00
	Catering	\$900.00
	<b>Total</b>	<b>\$1,000.00</b>

## 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 Taste of the Trails is a well known Rendezvous Trail event, and we hope to grow it such that the event will become more impactful for West Yellowstone businesses. The requested funds for catering will help us do this.

- 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 will measure the success of the Taste of the Trails through the number of registrants for the event and trail pass sales, and overall feedback from participants and event workers. We are working through a brief survey to learn where participants are from and if they are spending the night in West Yellowstone.

- 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)?

Yes, WYSEF has received MAP funding in 2024 and 2025 for the Taste of the Trails, and yes all vendors and expenses have been paid.

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

The Taste of the Trails would be able to proceed without MAP funds though without the catering, and we will continue with the 100 person cap.

- 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 gladly be printed on all event signage, advertising, promotional, and publicity efforts.

## 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.

I am including the map for the Taste of the Trail stations, as well as a copy of last year's Outcome Report.

We appreciate the support!

# Certification

Applicant Individual or Organization: West Yellowstone Ski Education Foundation

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 Wieseler

Name (printed) Julie Wieseler

Title Grant Admin

Date 19 Jan 2026

## 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 \_\_\_\_\_

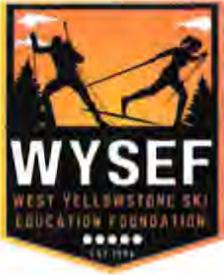
Application not approved by MAPFAB Date \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# *Taste of the Trails*





WYSEF  
P.O. Box 956  
West Yellowstone MT  
59758

[skirunbikemt.com](http://skirunbikemt.com)



June 4, 2025

MAP Funds outcome report

The 2025 Taste of Trails was a success with 100 people attending, maxing out the available space. The day ended up being beautiful and the feedback was very positive. The live music was a hit again this year. The impact on local businesses is shared in the attached letter submitted by Cory Inouye, General Manager at the Golden Stone Inn.

This year's funds went towards live music (\$365) and trail grooming (\$100), for a total of \$465. Given there were other events taking place in town on the same weekend, I did not request the TBID numbers. The activity on the trails the day of the event was close to 480; average non-event weekday activity is 100.

Many of the participants came from Gallatin County with almost 30% coming from Bozeman alone, with others coming from McAllister, Livingston, and Helena. Additionally people came from Texas, Utah, and Washington. This is a popular event, as the focus is to leisurely ski or snowshoe from one station to another to eat.

We are grateful for the funds provided by MAP. These funds helped us provide a more fun and engaging experience to all that participated. We are looking forward to another successful event next year.

Thank you.

June 3, 2025

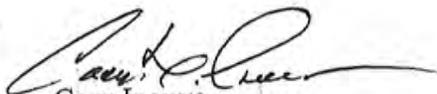
Dear Marketing and Promotions Committee,

This letter is in support of the West Yellowstone Ski Education Foundation's event, Taste of the Trails and the benefits of Nordic ski events to the business community.

The Golden Stone Inn is open year round, experiencing the most busy periods during the summer months, quieter months during the winter, and the quietest month during the shoulder seasons. We regularly experience an influx of guests during the winter as a result of the ski events taking place on the Rendezvous Ski Trials. We appreciate the West Yellowstone Ski Education Foundation's desire to grow the event and look forward to seeing how it changes in the future.

We are grateful for the West Yellowstone Ski Education Foundation's Taste of the Trails event and for all of the events held on the Rendezvous Trail System, bringing skiers and families to town and enjoying what West Yellowstone has to offer. This event is a great use of Marketing and Promotion Funds.

Sincerely,



Cory Inouye

General Manager

Golden Stone Inn

Please note: If you plan to use the stage for your event, Black Mountain Productions owns the lighting and sound systems. You will need to contact bmp.musicinthepark@gmail.com to complete the required form for use of their equipment.

**APPLICANT INFORMATION**

Double-check all attachments before submitting your application. Incomplete packets may delay approval.

Name of Event: Yellowstone Rendezvous Race

Location of Event: Area south of the Povah and Siegel Learning Center, Iris Street/South Plateau and the Rendezvous Ski Trails

Date(s) of Event: March 7th, 2026

Start time: 7:00 AM End time: 3:00 PM

Sponsor Organization: Race Inc.

Contact Person: Leanne Schuh

Contact Mailing Address: PO Box 65, West Yellowstone, MT 59758

Contact Phone Number: 425-351-2048

Contact Email Address: info@skirunbikemt.com

Number of expected attendees: 700

Event Fee	\$25.00	Paid <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date: <u>02.02.2026</u>
Resort Tax Bond	\$1,500.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Waived	Date: _____
Vendor Fee	\$25.00 each	Paid \$25.00 X _____ = _____	
		<b>Total Due:</b>	<u>\$25.00 Pd 02.02.2026</u> <u>CK # 4040</u>

I, the undersigned, affirm that all the information provided above is accurate. I agree to comply with all applicable ordinances and regulations and accept responsibility for the organization and safety of the event.

Leanne Schuh  
Signature

2/2/2026  
Date

Does your event description address the following?

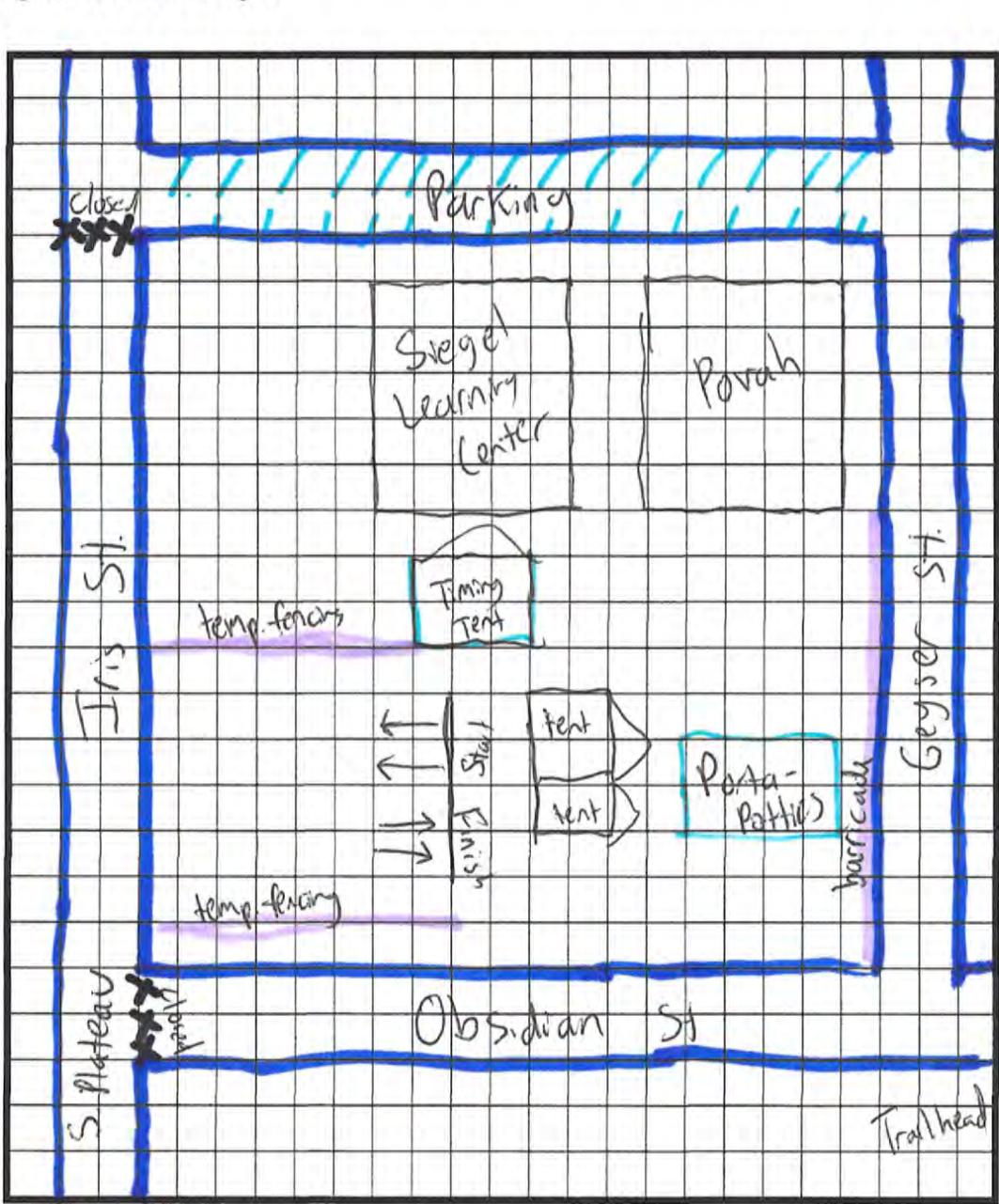
(Please check "Yes" or "Not Applicable")

1. Does your event include any sales? If yes, please describe the type of sales on the event details page.  
 Yes  Not Applicable
2. Does your event include a layout or site plan?  Yes  Not Applicable
3. Will your event use any tents or canopies?  Yes  Not Applicable
4. Will there be any fencing used for the event area?  Yes  Not Applicable
5. Will there be cars or vehicles involved in the event setup or activities?  Yes  Not Applicable
6. Have you made arrangements for security during the event?  Yes  Not Applicable
7. Will restrooms or portable toilets be provided?  Yes  Not Applicable
8. Will there be seating for participants or spectators?  Yes  Not Applicable
9. Will there be a stage or performance area?  Yes  Not Applicable
10. Have you planned for parking for participants, vendors, and attendees?  
 Yes  Not Applicable
11. Have you made plans for trash collection and disposal?  Yes  Not Applicable
12. Does your event description include the expected number of participants and spectators?  
 Yes  Not Applicable
13. Will there be any signage related to the event?  Yes  Not Applicable
14. Will there be any alcohol use or sales at the event?  Yes  Not Applicable  
If yes, has the \$35.00 catering fee been paid to the Police Department?  
 Yes  Not Applicable
15. Will your event include amplified sound or music?  Yes  Not Applicable  
If yes, have you completed the required Outdoor Amplification Permit Application?  
 Yes  Not Applicable
16. Will you be using the stage for your event?  Yes  Not Applicable  
If yes, have you contacted Black Mountain Productions for the use of the lighting and sound system?  
 Yes  Not Applicable

**SITE PLAN**

Label these clearly:

- Parking areas
- Street closures or detours **XX**
- Stages or entertainment areas
- Food trucks or vendor booths
- Restrooms or porta-potties
- Fencing, barricades, or signs



Please indicate directions

# Special Event Permit Application

Town of West Yellowstone

Gallatin County, Montana

## Event Details

### 2026 Yellowstone Rendezvous Race- March 7th, 2026

The Yellowstone Rendezvous Ski Race consists of five separate races on race day: 2k, 5k, 10k, 25k, and 50k events. 500 to 800 participants are expected to attend the event with up to 200 spectators. Yellowstone's Cross-Country Ski Race, Inc (Race, Inc- a nonprofit organization created to put on this annual race), in cooperation with many West Yellowstone organizations and volunteers, operate all aspects of the race. Race set-up will begin the day prior to the race and will be completely taken down by the following evening. Porta-potty vendor may deliver the 8-10 portable toilets as early as a week prior to the event. All porta-potties will be located to the west of the stop sign in the Povah Center parking lot and will be locked until race morning. One to two days before the event, Tri-State Excavating will begin moving snow from the piles surrounding the Povah Center parking lot to create the race stadium and course. During the event, the Povah Center parking lot will be closed to public parking. Event personnel will park by the Siegel Learning Center. The majority of the snow will be removed from Obsidian Street on Saturday night and the remainder will be removed on Sunday night.

The races begin at the Povah Center and utilize the old railroad right-of-way to Iris Street, and the section of Iris Street where it enters USFS property to the south. The Iris Street access to Obsidian Street will be closed from 8:00 AM to 3:00 PM with one lane left open for Emergency Service access to the residences and buildings. Obsidian Street residents will be able to travel east by the Rendezvous Trail arch. Access will remain open, but with heavy pedestrian traffic we have asked residents of Obsidian Street to be aware and limit use of Obsidian Street when possible. Jack Hart can be a point of contact for this, and will follow up with the Town.

Parking for participants will be along Yellowstone Avenue and the surrounding streets. Fire lanes and all signage allowances will be maintained to the best of our ability. Race, Inc requests help from the WYPD informing participants who are parked in illegal zones.

Race, Inc requests use of the Povah Center beginning Friday afternoon and ending late evening on Saturday, race day. The Povah Center will be used as the "Final Feed" location. Skiers will not have access to the lower level or the Board Room. The building will be professionally cleaned following the event.

*Requesting to have resort tax bond fee waived.*

*Leanne MR 2/2/26*





## Outside Amplification Permit Application Town of West Yellowstone

Event: Yellowstone Rendezvous Race

Contact Person: Leanne Schuh

Mailing Address: PO Box 65 West Yellowstone, MT

Email Address: info@skirunbikemt.com

Phone Number: 425-351-2048

Signature of Property Owner of Record: \_\_\_\_\_

Date(s) of Event: March 7th, 2026

Location: Area south of the Povah and Siegel Learning Center, Iris Street/S. Plateau and Rendezvous Ski Trails

Amplification between the hours of: 7:00 AM and 3:00 PM

Description of Event: During the race, we will have a speaker set up at the Start/Finish line to announce the different waves starting and finishing, and we will play music in between announcements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Leanne Schuh*

Signature of Applicant

2/2/26

Date

### FOR OFFICE USE ONLY

Decision by Town Council:                      Approved                      Disapproved

Conditions: \_\_\_\_\_

\_\_\_\_\_

Signature of Mayor/Town Manager: \_\_\_\_\_

\_\_\_\_\_

Date

Please note: If you plan to use the stage for your event, Black Mountain Productions owns the lighting and sound systems. You will need to contact [bmp.musicinthepark@gmail.com](mailto:bmp.musicinthepark@gmail.com) to complete the required form for use of their equipment.

**APPLICANT INFORMATION**

Double-check all attachments before submitting your application. Incomplete packets may delay approval.

Name of Event: Yellowstone Half Marathon & 5k

Location of Event: West Yellowstone, MT (Old Airport and Custer Gallatin National Forest)

Date(s) of Event: June 12-13, 2026

Start time: 6/12-6pm & 6/13 6am End time: 6/12-9pm & 6/13 12pm

Sponsor Organization: Vacation Races

Contact Person: Richard Jessup

Contact Mailing Address: 5904 Warner Avenue, Unit 475, Huntington Beach, CA 92649

Contact Phone Number: 480-647-1206

Contact Email Address: Permitting@vacationraces.com

Number of expected attendees: 2200

Event Fee \$25.00 Paid  Yes  No Date: \_\_\_\_\_

Resort Tax Bond \$1,500.00 Paid  Yes  No  Waived Date: \_\_\_\_\_

Vendor Fee \$25.00 each Paid \$25.00 X \_\_\_\_\_ = \_\_\_\_\_

**Total Due:** \_\_\_\_\_

I, the undersigned, affirm that all the information provided above is accurate. I agree to comply with all applicable ordinances and regulations and accept responsibility for the organization and safety of the event.

Richard Jessup  
Signature

2/1/26  
Date



Does your event description address the following?

(Please check "Yes" or "Not Applicable")

1. Does your event include any sales? If yes, please describe the type of sales on the event details page.  
 Yes  Not Applicable
2. Does your event include a layout or site plan?  Yes  Not Applicable
3. Will your event use any tents or canopies?  Yes  Not Applicable
4. Will there be any fencing used for the event area?  Yes  Not Applicable
5. Will there be cars or vehicles involved in the event setup or activities?  Yes  Not Applicable
6. Have you made arrangements for security during the event?  Yes  Not Applicable
7. Will restrooms or portable toilets be provided?  Yes  Not Applicable
8. Will there be seating for participants or spectators?  Yes  Not Applicable
9. Will there be a stage or performance area?  Yes  Not Applicable
10. Have you planned for parking for participants, vendors, and attendees?  
 Yes  Not Applicable
11. Have you made plans for trash collection and disposal?  Yes  Not Applicable
12. Does your event description include the expected number of participants and spectators?  
 Yes  Not Applicable
13. Will there be any signage related to the event?  Yes  Not Applicable
14. Will there be any alcohol use or sales at the event?  Yes  Not Applicable  
If yes, has the \$35.00 catering fee been paid to the Police Department?  
 Yes  Not Applicable
15. Will your event include amplified sound or music?  Yes  Not Applicable  
If yes, have you completed the required Outdoor Amplification Permit Application?  
 Yes  Not Applicable
16. Will you be using the stage for your event?  Yes  Not Applicable  
If yes, have you contacted Black Mountain Productions for the use of the lighting and sound system?  
 Yes  Not Applicable

**VENDING AND SALES**

Complete this section if the event includes sales of any kind

Primary Sponsor Vacation Races  
Contact Person: Richard Jessup  
Address: 5934 W Nebo Lane  
Hurricane, UT 84737  
Phone: 480-647-1206 Email: permitting@vacationraces.com  
Type of sales:  Food Vendor  Retail Vendor  Display only  Fundraising  
Resort Tax applicable:  YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of sales:  Food Vendor  Retail Vendor  Display only  Fundraising  
Resort Tax applicable:  YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of sales:  Food Vendor  Retail Vendor  Display only  Fundraising  
Resort Tax applicable:  YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of sales:  Food Vendor  Retail Vendor  Display only  Fundraising  
Resort Tax applicable:  YES  NO

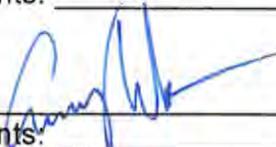
Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of sales:  Food Vendor  Retail Vendor  Display only  Fundraising  
Resort Tax applicable:  YES  NO

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of sales:  Food Vendor  Retail Vendor  Display only  Fundraising  
Resort Tax applicable:  YES  NO

**OFFICE USE ONLY**

Public Services:  Date: 2/10/26  
Comments: \_\_\_\_\_

Fire: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Police:  580 Date: 2/10/26  
Comments: \_\_\_\_\_

Finance: Kate Thompson Date: 02/10/2026  
Comments: \_\_\_\_\_

Administration: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Approved**

**Denied**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

**ATTACHMENTS**

Liability Insurance  
 Yes  No  Waived

Outside Amplification Permit  
 Yes  No  NA

Encroachment Application  
 Yes  No  NA

Open Container Resolution  
 Yes  No  NA

Resort Tax Bond  
 Paid  Surety  NA



2026 YELLOWSTONE HALF MARATHON & 5K

## **OPERATION PLAN**

EVENT PROPOSAL AND SUGGESTED OPERATING PLAN

### **Event Overview**

The Annual Yellowstone Half Marathon is being planned for June 12-13, 2026. This is one of the ten races in the National Park Half Marathon Series, including Zion, Grand Teton, Rocky Mountain, Mt. Rainier, Great Smoky Mountains, Yosemite, Glacier, Mount Rushmore, and Joshua Tree. The series is designed to cater to runners that enjoy "vacation races" where the event is part of a longer vacation stay at the event location.

This race is a 13.1 mile course run through the Custer Gallatin National Forest outside the Town of West Yellowstone.

The event has two main components:

1. **Expo & 5K** - Runners pick up their bibs along with other vendor booths. A 5K is held the same evening as the expo.
2. **Half Marathon Race** - The main event, the race will be held on Saturday starting at 6:00am.

**EXPO & 5K** - The race will host a runner expo on Friday, June 12th, Located at the Old Airport on the west edge of West Yellowstone, runners will pick up their race bibs, and we will bring in a number of running and tourism related vendors to attend. The expo will run from 11:00am until 5:00pm. A 5K will also be Friday evening from 6:00pm - 7:30pm. This course is almost the same as the first 3 miles of the half marathon. The 5K course will start and finish at the Old Airport.

**HALF MARATHON** - The race will start at 6:00am on Saturday morning and will run for approximately 4 hours. The race will start at the Old Airport and run through a portion of the Town of West Yellowstone, before heading into Gallatin National Forest land. The course is somewhat of a loop and will finish back at the Old Airport. While the race will serve as the centerpiece event, we normally see the community offer the runners reasons to stay longer with other activities that will cater to the runner's entire family or group of friends. Normally, runners will arrive a few days early and others will stay a few days after the race.

### **\*Course Overview**

**HALF MARATHON COURSE:** The race will start and end at the Old Airport on the west edge of West Yellowstone. The first mile runs through town but the majority of the race takes place on dirt roads and trails in Gallatin National Forest immediately southwest of West Yellowstone, MT. There will be 5 aid stations on course. This course and event is operated under a permit from the Forest Service.

## HALF MARATHON COURSE MAP:



[An interactive version of the event map can be seen here](#)

### **AID STATIONS**

There will be aid stations near mile 3, 4, 7, and 11. Each aid station will be equipped with water, electrolyte drink, energy gels, and trash cans. Each aid station will be manned by volunteers provided by the race.

### **COMMUNICATION**

Aid stations and race crew will be able to communicate via cell phone and/or radios.

### **EMERGENCY AND MEDICAL**

Vacation Races will contract to have medical professionals at the finish line of the race. We will also have an EMT stationed at the aid station near mile 4/11. We will work with the Town of West Yellowstone for on-site emergency services.

## Parking

We will have plenty of parking to accommodate all of our runners. Both runners and spectators may park in the designated parking area of the Old Airport just west of Iris St.

## Spectators

Spectators and runners are welcome around the finish line to cheer on runners. They can park in the designated event parking area, and walk over to the finish line.

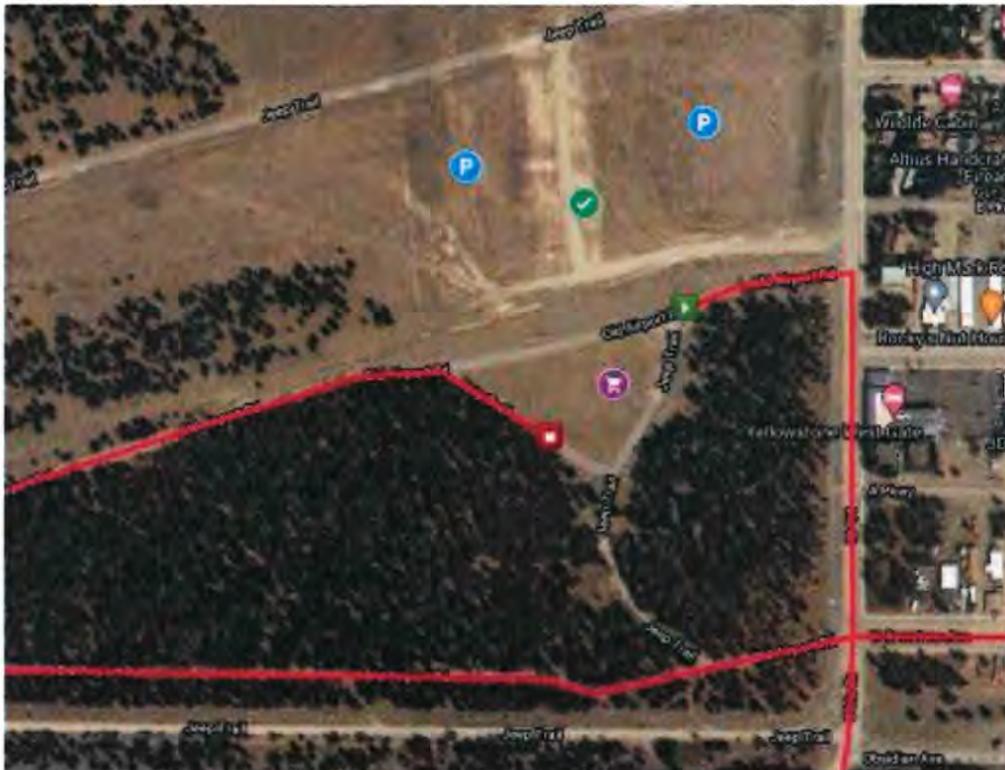
## Expo and Start Line Staging

**EXPO:** Bib pickup, vendors, etc. on Friday, June 13. The expo consists of several 10x10 tents which will be set up to distribute runner gear. We will also have a number of vendors on site selling merchandise, etc.

**Parking:** Participants will park in the designated event parking space for the expo. This will also serve as the main parking area on race day.

**Toilets:** We will contract to have port-a-potties delivered to the Old Airport.

**Trash:** We pack out all of our own trash. Waste receptacles for trash, recycling, and compost will be set up. All trash will be sorted and packed out after the event.



## Start Line

There will be a bib pickup tent, hot chocolate, coffee, toilets, waste receptacles, gear check truck and a PA system. The start line will be on Old Airport Rd.

## Finish Line Staging

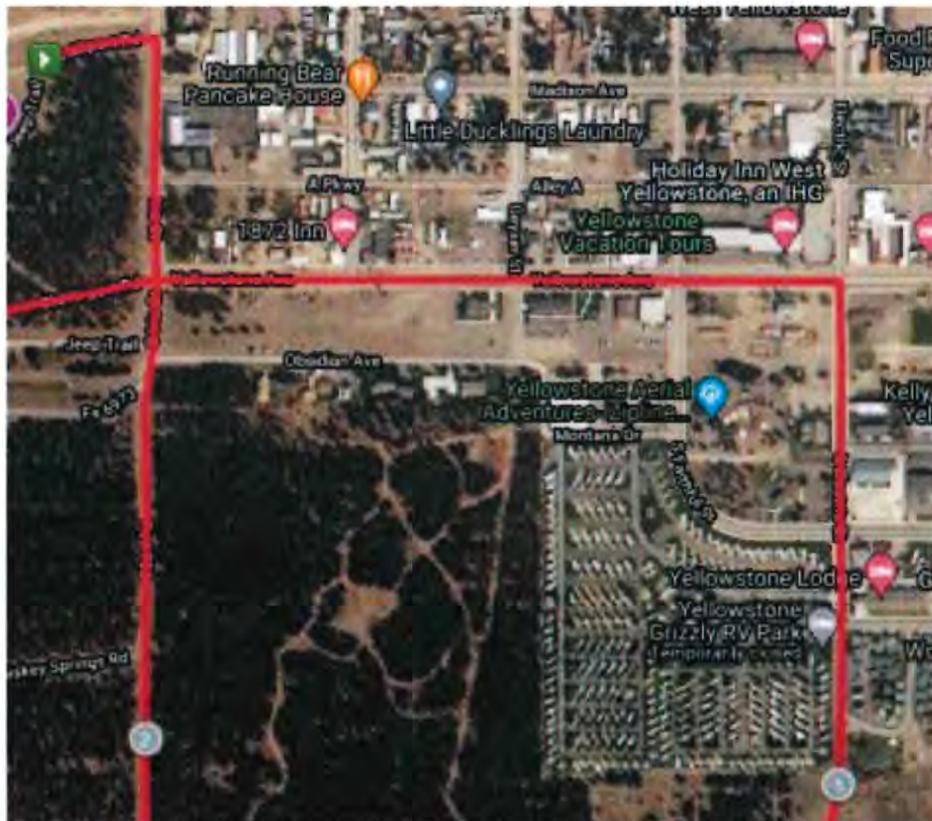
The finish line will be located on Old Airport Rd. A recovery area will separate the start and finish line. The 5K the night before will follow a similar pattern. The finish line area will include a runner recovery zone, trash receptacles, toilets, a row of tents for handing out award and finisher medals, and a merchandise tent. Spectators and members of West Yellowstone are welcome to cheer on runners at the finish line.

## Trash and Toilets

We are a "zero waste" event, meaning we set up trash receptacles at our start line, finish line, expo, and all aid stations where trash is sorted into recyclables, compostables, and trash. All trash is hauled off site by us and taken to the different treatment facilities. Toilets will be at our start line, finish line, expo, and each aid station as well.

## Police and Traffic Control

There will be traffic control in the south west edge of West Yellowstone. The first mile of both the half marathon course and the 5K course run through the Town of West Yellowstone, so there will be some traffic control needs. From Airport Rd, runners will head south on Iris St, east onto Yellowstone Ave, and south onto Electric St before heading through a gate and onto trails/dirt roads. There will be significant runner foot traffic for the first 30 minutes of both the 5K and half marathon race as they head out on course. We will utilize the West Yellowstone Police Department to aid in temporary road restrictions to provide runner safety as they pass through the previously mentioned streets of West Yellowstone.





## Outside Amplification Permit Application Town of West Yellowstone

Event: Yellowstone Half Marathon & 5K

Contact Person: Richard Jessup

Mailing Address: 5934 W Nebo Ln., Hurricane, UT 84737

Email Address: Josh@vacationraces.com

Phone Number: 480-647-1206

Signature of Property Owner of Record: \_\_\_\_\_

Date(s) of Event: June 13-14, 2026

Location: Old Airport, West Yellowstone, MT

Amplification between the hours of: 5:00 AM and 7:30 PM

Description of Event: The Yellowstone Half Marathon event will take place June 12-13, 2026. The expo and 5K will be on Friday, June 12th with the expo running from 11am-5pm. The 5K race will follow, starting at 6:00pm to approximately 7:30pm. On Saturday, June 13th the Half Marathon race will start at 6:30am, with an estimated amplification starting at 5:00am. The expo location, start line and finish line will all be staged at the Old Airport area west of Iris St. in West Yellowstone, MT

Richard Jessup  
Signature of Applicant

1/25/26

Date

### FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Mayor/Town Manager: \_\_\_\_\_

\_\_\_\_\_  
Date



February 12, 2026

Dan Walker - City Manager  
Travis Watt - Mayor

Dear Gentlemen,

On November 26, 2025 I experienced a stroke which has left me with compromised speech and balance issues. I believe these deficiencies would limit my ability to fulfill the requirements needed of Town Council member and Committee member. Therefore, effective immediately I hereby resign from the Town of West Yellowstone Town Council, Business Improvement Advisory Board and the Town Planning Board.

Sincerely,

Jeff Mathews

## TOWN OF WEST YELLOWSTONE, MONTANA

### **Policy No. 41: Appointments to Council Vacancies and The Selection of the Mayor**

A policy detailing the procedure by which appointments to Town Council vacancies will be made and the procedure by which the Mayor shall be selected.

#### **Appointments to the Town Council**

In accordance with Section 3.04 (6) of the Charter for the Town of West Yellowstone, “when a vacancy occurs in the office of a council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy. Pending such election and qualification the council shall appoint from among the qualified voters in the Town a person possessing the qualifications for office required by law and this Charter, within 30 days of the vacancy, to hold the office until the successor is elected and qualified.” Should a council vacancy occur, the following procedure shall be followed in selecting a person to hold the office until the next general municipal election:

- 1) The vacancy shall be offered to the first runner-up in the most recent Town Council election provided that a) there is a first runner-up; and b) provided that not more than six months have passed since the most recent Town Council election.
- 2) If the first runner-up refuses appointment, or if there is no first runner-up, or if more than six months have passed since the most recent Town Council election, the Town Clerk will draft and post a notice about the vacancy at the Town Offices and the Post Office. This notice shall specify the details about the vacancy, and will set forth the details regarding the application procedure and the deadline for receipt of applications. The Town Clerk will also advertise the vacancy utilizing the most effective advertising tools available, including the local paper, to seek applicants from all segments of the community, representing various interests and groups.
- 3) Applicants for the council vacancy shall complete and submit a Town of West Yellowstone “Application for Boards and Committees.” A letter of interest shall accompany the application form. The letter of interest, which should be limited to two pages in length, should explain the applicant’s interest in serving on the council.
- 4) All council members will actively participate in the selection process and will have one week to review the applications. In reviewing applications, council members will strive to achieve a balance of qualifications and perspectives on the council. Council members will individually submit to the Town Clerk names of the applicants they want to be interviewed for the vacancy. Council members are encouraged to include comments with this list of suggested interviewees.

- 5) The Town Clerk will compile the list of recommended interviewees and forward the list and any council member comments to the full council.
- 6) The council will establish an interview method and follow that method to interview the candidates on the list of interviewees. Any candidate who received three or more recommendations by individual council members shall be interviewed.
- 7) After interviews have occurred, the council will select a candidate for appointment. The candidate will be appointed at the next regularly scheduled town council meeting. The appointment shall be made by the affirmative vote of a majority of all of the members of the Town Council.

### **Selection of the Mayor**

In accordance with Section 3.05 (1) of the Charter for the Town of West Yellowstone, "The mayor shall be selected from among the members of the Town council by the affirmative vote of a majority of the council." The following procedure shall be followed in selecting the mayor:

- 1) The incumbent mayor will preside over beginning of the meeting at which the new mayor is to be selected. If the incumbent mayor is not in attendance, the deputy mayor shall preside.
- 2) After the Pledge of Allegiance, the presiding officer will open the floor to nominations for mayor.
- 3) Once nominations have been made and seconded, the presiding officer shall open the floor to discussion and allow public comment on the nomination(s).
- 4) When discussion and public comment have been exhausted, the presiding officer shall call for a vote on the first nomination/motion. Should that motion fail, the presiding officer will ask for a motion on the next nomination. This procedure shall be followed until a new mayor is selected by the affirmative vote of a majority of all of the members of the Town Council.

Approved 2-16-10 ER



## **2026 West Yellowstone Town Council Priorities**

### **Adopted February 17, 2026**

#### **2026 Primary Priorities:**

- **80 acres infrastructure development.**
  - Lift Station- Concept Design and report will be completed by the end of February. The report will provide recommendations to guide the Town Council.
  - Infrastructure layout for the 80 acres to be submitted to DEQ est. early summer 2026.
  - Wastewater Treatment Plant is scheduled to be online mid-summer 2026.
  
- **80 acres/housing plans and strategy- preliminary plat.**
  - The Town Engineer (TD&H) is drafting a preliminary plat for submission- currently 90% complete.
  - 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.
  - Town Council will need to identify priority housing types for phase 1.
  - Town should release a Request for Interest to identify possible interested contractors/developers.
  
- **Subd. Regulation revisions.**
  - The Town Planner will submit a proposal to review the changes from the 2021 draft and add updates with recent legislative changes.
  - Work will begin on the update in May/June 2026 and should be completed by fall.
  - The Town Subdivision Regulations have not been updated since 1982.
  
- **Housing Fund Policy.**
  - If the Town Council is going to continue to provide ongoing funding for housing, The Council should establish a policy/parameters for future projects.
  - We will begin review of the policy in the spring of 2026.
  - Explore reasonable and acceptable housing funding options for Town Employees.
  
- **Mammoth Room Roof.**
  - In 2025, the Town of West Yellowstone received a \$300,000 grant from the State of Montana to support the Mammoth Room roof project. The grant funding does not have an expiration date, as long as we are making progress on the project.
  - TD&H estimate they will have a preliminary design plan by August.

- Final plans developed and ready to bid Fall 2026 and construction to begin in the spring of 2027.
- **Town Attorney Contract**
  - The Town Attorney's current contract has expired.
  - We need to decide if we want to extend or put out an RFP.
- **Hebgen Basin Fire District (HBFD) Issues.**
  - The Town will meet with HBFD to identify issues and solutions within the parameters of the current Interlocal Agreement.

**2026 Secondary Priorities:**

- **Business License Ordinance revisions.**
  - We need to make sure our process with issuing Business Licenses is in step with the Ordinance.
  - Begin work in the spring of 2026.
- **Resort Tax Ordinance revisions.**
  - Review to include fees, audits, timeframes, and overall clarity of the Resort Tax.
- **Parking Ordinance Updates.**
  - The Parking Ordinance was not updated as part of the larger Zoning Code Ordinance update in 2024.
  - The Town Planner said he would have some capacity to assist the Planning Board in the Fall of 2026 after the Park Master Plan and Subdivision Updates are completed.
- **Town Policy review/updates.**
  - Consider review of outdated policies.
  - Update as time and necessity require.
  - Consider appointing a staff/council advisory committee to review and make recommendations.
- **Advisory Board review.**
  - Establish Bylaws and a statement of purpose for all Town Advisory Boards.
  - Consider eliminating dormant boards and commissions.
- **Complete Park and Recreation Master Plan.**
  - Will be completed June 30, 2026.
- **Cemetery expansion options.**
  - The Town Council will need to work with the Cemetery Board to consider options for future cemetery development.
  - Consider a joint Cemetery Board/Town Council Work Session to discuss.



## Town Council Agenda Item Summary Report

<b>Meeting Date:</b> February 17, 2026	
<b>Item Title:</b> Town Attorney Contract	
<b>Submitted By (Name/Title):</b> Dan Walker, Town Manager	
<b>Discussion Only</b> <input checked="" type="checkbox"/>	<b>Discussion/Action</b> <input type="checkbox"/>
<b>Funding Source:</b> General Fund	<b>Budgeted</b> <input type="checkbox"/>
<b>Estimated Date of Completion:</b>	

### Item Summary

The current Fee Agreement with the firm Kasting, Kauffman, and Mersen P.C. has expired. Town Policy #6 calls for the review and evaluation of the Town Attorney contract every 2 years. This review can either include a review and evaluation of the current contract or may, at the council's option include a competitive Request for Proposals.

Jane has indicated that she is willing to extend the contract through December 31, 2026 and assist the Town in a search for a new firm to provide services beyond 2026.

If the Town Council decides they would like to go in another direction immediately, Town Staff can prepare an RFP and solicit other firms.

### Staff Recommendation

Staff recommends extending the Town Attorney Fee Agreement with Kasting, Kauffman, and Mersen P.C. through December 31, 2026.

### Suggested Motion

I move we extend the Town Attorney Fee Agreement with Kasting, Kauffman, and Mersen P.C. through December 31, 2026.

OR

I move we direct the Town Manager to prepare and solicit an RFP for Town Attorney services.

# TOWN OF WEST YELLOWSTONE

## MONTANA

*Naturally interesting*

### Policy 6

A policy requiring the review of all professional services contracts with the Town of West Yellowstone.

It shall be the policy of the Town Council to call for a review and evaluation of all professional service contracts at the intervals established in the schedule below. This review may include a review and evaluation of current contracts or may, at the council's option, include a competitive Request for Proposals from persons or firms in the field under consideration.

Annually: Construction Equipment Services, Street Sweeper and Street Light Maintenance.

Two year review: Town Attorney

Three year review: Architect, Auditor of Town Finances, Computer Consultant, Engineer, Planning Board Consultant.

Where necessary, specifications for the performance of the provider will be drawn up and used in the selection or evaluation of the professional services provider.

Adopted by Council September 16, 1993

Background: Council minutes 8/19/93, 9/2/93, 9/16/93



TOWN OF WEST YELLOWSTONE, MONTANA

TOWN ATTORNEY FEE AGREEMENT

THIS AGREEMENT, made and entered into this 17<sup>th</sup> day of May, 2023 by and between the TOWN OF WEST YELLOWSTONE, a Montana municipal corporation (the Town”), and the law firm of Kasting, Kauffman & Mersen, P.C. (“Attorneys”).

W I T N E S S E T H:

WHEREAS, the Town is desirous of obtaining legal counsel, advice, representation and advocacy in relation to its corporate affairs; and

WHEREAS, the law firm of Kasting, Kauffman & Mersen P.C., of 716 South 20<sup>th</sup> Avenue, Suite 101, Bozeman, Montana 59718, consists of attorneys duly licensed to practice law in the federal and state courts of Montana.

NOW, THEREFORE, it is hereby agreed as follows:

1. The Town of West Yellowstone hereby retains the Attorneys to give such advice and counsel and render such legal service for the Town as the Town Council shall deem required.
2. The services of Attorneys shall include, but not limited to, advice and counsel on all corporate matters; preparation and drafting of all necessary legal documents, ordinances, contracts and letters; rendering legal opinions for the Council; acting on behalf of the Town in all criminal City Court matters, and in civil City Court matters as required; representing the Town as to all agencies of government and private parties having business with the Town; appearing for the Town to prosecute and defend all civil and criminal cases in the federal or state courts in Montana, and before any other administrative or quasi-judicial board, committee, tribunal or

other person or corporate body; to attend regular or special Town Council meetings, or meetings of boards and committees, as required by the Mayor and/or the Council; to perform any other duties which may be required by the statutes of the State of Montana or the Charter of the Town of West Yellowstone; assist all department heads working for the Town in connection with routine matters for which consultation is required and requested, and to perform such other services as are customarily performed by municipal corporate counsel. The initial contact person within the firm for the Town will be Jane Mersen. If Ms. Mersen is not available, Lilia Tyrrell or John Kauffman should be contacted.

3. In addition to the foregoing, it is agreed that Attorneys and the Town shall negotiate from time to time the various bond issues desired by the Town; it being the intent hereof that Attorneys shall receive a separate fee contract with respect to any services performed regarding municipal bond issues and the like and that the Town shall be free to hire bond counsel as necessary, independent of the Attorneys. Furthermore, in the event that the Town shall enter into contracts with other agencies, public or private, which require the services of Attorneys, then the Attorneys may obtain a special, supplementary or different fee from the third party when the latter will bear the costs of the Town's attorney's fees; these matters to be negotiated between the Town the Attorneys, and any such third party.

4. For the services rendered, the Town shall pay the Attorneys each month, according to monthly statements received from the Attorneys as follows:

a. For all regular services rendered as stated in paragraph 2 above, \$300.00 per hour for Partner time and \$200.00 per hour for associate attorney time, which includes all travel time involving Town business and the hourly time charges of the Attorneys include, but are not necessarily limited to: court appearances, office and

telephone conferences related to the matter, out of office conferences/site visits, legal research, preparation for and attendance at depositions, review of file materials and documents sent or received, preparation for and attendance at trials, hearings, and conferences with other counsel, travel time, and drafting of pleadings, instruments, correspondence and office memoranda. For paralegal or secretarial services, \$100.00 per hour.

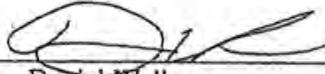
5. For all such services stated in this contract however and whenever performed, the Town shall reimburse the Attorneys for all necessary expenses in connection with their services to the Town, such expense to include, but not be limited to the following: travel at the legal rate according to the laws of the State of Montana, meals, lodging expenses, postage, photocopy charges, long distance telephone calls, investigation fees, filing or other court fees, witness fees, costs of serving legal papers, fees for depositions or expert witnesses, paralegal services, and charges for computer legal research. Such expenses shall be reimbursed along with the attorneys' fees previously stated according to the monthly statements submitted by the Attorneys. Upon request and approval of the Mayor, the Town Attorney shall be compensated for books and printed materials purchased in aid of carrying out its functions under this agreement. The Attorney, upon request and written approval of the Mayor, shall be reimbursed for tuition expenses incurred in attending continuing legal education seminars whose subjects are directly related to the Attorneys function for the Town.

6. Nothing in this Agreement shall be construed as limiting the amount of the fee payable to the Attorneys, where the source of funds for payment is a person, agency, corporation or entity, public or private, other than the Town of West Yellowstone.

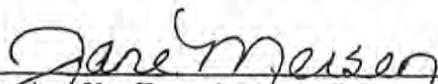
7. Pursuant to Section 7-4-4602, MCA, the term of this Agreement shall be for two (2) years from May 17<sup>th</sup>, 2023, unless sooner terminated as provided by the parties or in accordance with the law. The parties agree that either may terminate this contract with 60 days notice to the other party.

IN WITNESS WHEREOF, THE PARTIES HAVE HERUNTO SET THEIR HANDS  
TO THIS Agreement the date and year first above written.

TOWN OF WEST YELLOWSTONE  
a municipal corporation

By: 

Daniel Walker  
Town Manager

  
Kasting, Kauffman & Mersen P.C.  
By: Jane Mersen