

Town of West Yellowstone

Tuesday, March 3, 2026

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Town Council Appointment – Julia Wittmer

Discussion/Action

Oath of Office – Julia Wittmer

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7111 to PineCove Consulting, Verkada building access controls, \$53,620.68
#7112 to Asphalt Systems Inc. seal coat for Madison Addition \$103,900.00

Claims

Business License Applications:

Minutes: **February 17, 2026 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Presentation: WY Foundation Transit Program Outcome Report

Confirmation of Chief of Police Corey White

Discussion/Action

NEW BUSINESS

Billings Clinic, annual report and risk share payment for 2025

Discussion/Action

Health Care Services Advisory Board Appointment, Brad Schmier

Discussion/Action

Business Improvement Advisory Board Town Council Representative Appointment

Discussion/Action

Proposal to update the Subdivision Regulations, Sunflower Peak Planning

Discussion/Action



Policy No. 16 (Abbreviated)
Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

- A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision-making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

- It is the Council's goal that citizens resolve their complaints about service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, the Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.
- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command. Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held prior to regular Tuesday meetings and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meetingroom.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of the Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of the approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



Town of West Yellowstone Oath of Office Town Council Member

I, Julia Wittmer, do solemnly swear that I will support,
protect, and defend the Constitution of the United States,
The Constitution of the State of Montana
and the Charter of the Town of West Yellowstone
and that I will discharge the duties
of my office with fidelity (So Help Me God).

January 6, 2026

Julia Wittmer



State of Montana
Gallatin County

Elizabeth Roos, Town Clerk & Notary Public
Residing in West Yellowstone
My Commission Expires August 9, 2027

TOWN OF WEST YELLOWSTONE MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via

Order No. **7111**

Department

TO: *Pine Cove Consulting*

ADDRESS: *2135 Charlotte St. Bozeman, MT 59718*

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	<i>Access controls - Police Depart. (w/installation) \$14,884.30</i>
	<i>Access controls - Town Hall (w/installation) \$20,039.58</i>
	<i>Access controls - Povah Center (w/installation) \$18,696.80</i>

Estimated Cost \$ *53,620.68*

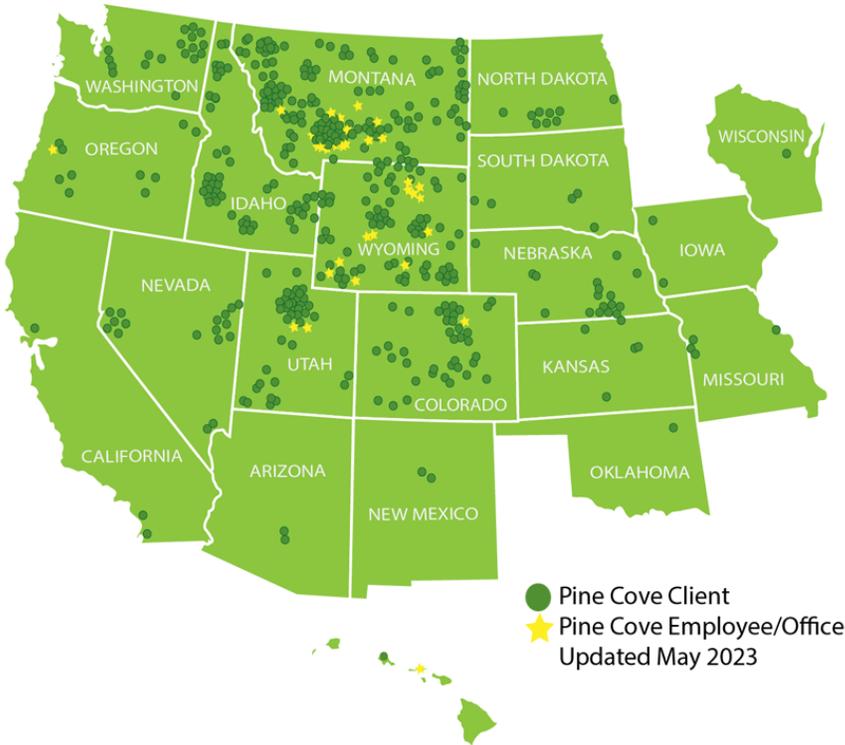
Requested By: *Brittany White*

Accounting Code *1000.411258.920*
1000.411250.920
1000.411255.920

Authorized By: *[Signature]*

VENDOR COPY - White OFFICE COPY - Canary

Approved By: _____



pine:cove
CONSULTING

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**CYBERSECURITY | NETWORKING | COMMUNICATION
| PHYSICAL SECURITY | MANAGED SERVICES | STUDENT SAFETY |**

We have prepared a quote for you:

Verkada - Police

Quote # 012119
Version 1

Prepared for:

**Town of West
Yellowstone**

Brittany White
bwhite@townofwestyellowstone.com

Bill of Materials

Description		Price	Qty	Ext. Price
Verkada AC42 4 Door Controller		\$1,331.26	1	\$1,331.26
Verkada AD34 Multi-format Card Reader		\$258.26	3	\$774.78
Verkada 4AH Backup Battery for AC41, AC42, AX11, and BP41		\$95.46	1	\$95.46
Verkada 10-Year Door License, Capacity Increase		\$1,479.26	3	\$4,437.78
Verkada TD53 Video Intercom Reader		\$1,109.26	1	\$1,109.26
Verkada 10-Year Intercom License, Capacity Increase		\$2,589.26	1	\$2,589.26
Electric Strike 12/24VDC, Cylindrical Latches Max 3/4in Throw, 2 Faceplates, 501 and 501A (4-7/8in x 1-1/4in), 630/US32D Stainless Steel		\$133.16	2	\$266.32
Access Control Bundle, 22/6 OA Shielded + 18/4 + 22/2 + 22/4 Stranded Each Group Unshielded, Plenum Jacket, Yellow 500ft Reel/Spool		\$488.52	1	\$488.52
3/4in Diameter Recessed (Flush Mount) Magnetic Contact Switch Set, 3/4in Plus Wide Gap, 12in Leads, Closed Loop (N/O), Used for Steel Doors, UL Listed, White		\$7.00	4	\$28.00
Power Supply 2A 24V (2) Inputs/Outputs, Fire Alarm Link, Battery Back-up		\$254.66	1	\$254.66
Shipping, Handling and Insurance		\$264.00	1	\$264.00

Subtotal: \$11,639.30

Installation

Description	Price	Qty	Ext. Price
<p>Installation and Configuration</p>  <ul style="list-style-type: none"> • Pine Cove Consulting will install and mount Verkada security devices (cameras, access control panels, alarm systems, intercoms, and vape detection sensors) as needed. • Pine Cove Consulting will configure all Verkada devices through the cloud management platform, setting up cameras, door access schedules, alarm and sensor alerts, and intercom functionality. • Pine Cove Consulting will test each Verkada component to confirm proper operation and connectivity (video feeds, door unlocks, alarm triggers, intercom communication, sensor alerts). • Pine Cove Consulting will provide documentation and a basic orientation on the Verkada security system. 	\$3,245.00	1	\$3,245.00

Subtotal: \$3,245.00



Terms

Payment Terms

Product Invoicing

- Products will be invoiced upon shipment (Down payment may apply to new customers)
- Payment for products is due upon receipt of the invoice.

Professional Services Payment

- A deposit equal to 50% of the total service cost is required 30 days prior to the project start date, which is established upon signing the project agreement.
- The remaining balance is invoiced upon project completion, with payment due upon receipt.

General Terms

- **Late Payments:** Late payments may incur additional charges.
- **Dispute Resolution:** If you have any disputes regarding an invoice, please notify us within 10 days of receipt. The undisputed portion of the invoice is due.

By agreeing to these terms upon signing the project agreement, you affirm your commitment to adhere to the outlined payment schedule.

Flexible Negotiation: If the standard payment schedule does not meet your needs, we are open to discussing and negotiating alternative arrangements that benefit both parties.



Verkada - Police

Prepared by:

Pine Cove Consulting
sales@pinecc.com
800-432-0346

Prepared for:

Town of West Yellowstone
440 Yellowstone Avenue
West Yellowstone, MT 59758
Brittany White
(406) 646-7795
bwhite@townofwestyellowstone.com

Quote Information:

Quote #: 012119
Version: 1
Delivery Date: 02/17/2026
Expiration Date: 03/13/2026

Quote Summary

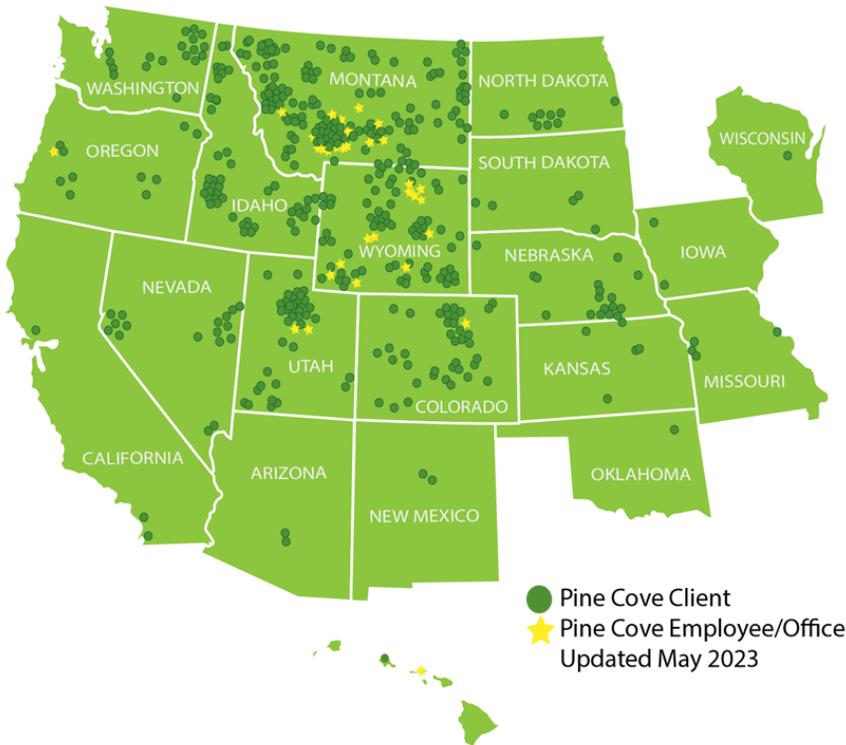
Description	Amount
Bill of Materials	\$11,639.30
Installation	\$3,245.00
Total:	\$14,884.30

This proposal shall not be used for the creation of RFP/RFQ documents, by the customer.

TERMS: Due on receipt of invoice.

Access to the customer portal for online payment is @ <https://pinecc.connectboosterportal.com>

Applicable fees and taxes not included.



pine:cove
CONSULTING

**Trusted IT Solutions
Since 1993**

**CYBERSECURITY | NETWORKING | COMMUNICATION
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We have prepared a quote for you:

Verkada - Town Hall

Quote # 012117
Version 1

Prepared for:

**Town of West
Yellowstone**

Brittany White
bwhite@townofwestyellowstone.com

Bill of Materials

Description		Price	Qty	Ext. Price
Verkada AC42 4 Door Controller		\$1,331.26	1	\$1,331.26
Verkada AC12 1 Door Controller		\$591.26	1	\$591.26
Verkada AD34 Multi-format Card Reader		\$258.26	5	\$1,291.30
Verkada 4AH Backup Battery for AC41, AC42, AX11, and BP41		\$95.46	1	\$95.46
Verkada 10-Year Door License, Capacity Increase		\$1,479.26	5	\$7,396.30
UL Motorized Latch Pullback Kit with Built-in Request to Exit for Von Duprin 33/35 - 98/99		\$319.20	4	\$1,276.80
Electric Strike 12/24VDC, Cylindrical Latches Max 3/4in Throw, 2 Faceplates, 501 and 501A (4-7/8in x 1-1/4in), 630/US32D Stainless Steel		\$141.26	2	\$282.52
Electrified Power Transfer Hinge, 6 Wire 16 Amp Inrush, 2/18 AWG (Gauge) + 4/28 AWG (Gauge), 4.5in x 4.5in (4545), Door Position Status, 5ft Lead, 626/US26D Satin Chrome		\$159.04	4	\$636.16
Access Control Bundle, 22/6 OA Shielded + 18/4 + 22/2 + 22/4 Stranded Each Group Unshielded, Plenum Jacket, Yellow 500ft Reel/Spool		\$488.52	1	\$488.52
3/4in Diameter Recessed (Flush Mount) Magnetic Contact Switch Set, 3/4in Plus Wide Gap, 12in Leads, Closed Loop (N/O), Used for Steel Doors, UL Listed, White		\$7.00	6	\$42.00
Shipping, Handling and Insurance		\$408.00	1	\$408.00

Subtotal: **\$13,839.58**

Installation

Description	Price	Qty	Ext. Price
Installation and Configuration  <ul style="list-style-type: none"> • Pine Cove Consulting will install and mount Verkada security devices (cameras, access control panels, alarm systems, intercoms, and vape detection sensors) as needed. • Pine Cove Consulting will configure all Verkada devices through the cloud management platform, setting up cameras, door access schedules, alarm and sensor alerts, and intercom functionality. • Pine Cove Consulting will test each Verkada component to confirm proper operation and connectivity (video feeds, door unlocks, alarm triggers, intercom communication, sensor alerts). • Pine Cove Consulting will provide documentation and a basic orientation on the Verkada security system. 	\$6,200.00	1	\$6,200.00

Subtotal: \$6,200.00



Terms

Payment Terms

Product Invoicing

- Products will be invoiced upon shipment (Down payment may apply to new customers)
- Payment for products is due upon receipt of the invoice.

Professional Services Payment

- A deposit equal to 50% of the total service cost is required 30 days prior to the project start date, which is established upon signing the project agreement.
- The remaining balance is invoiced upon project completion, with payment due upon receipt.

General Terms

- **Late Payments:** Late payments may incur additional charges.
- **Dispute Resolution:** If you have any disputes regarding an invoice, please notify us within 10 days of receipt. The undisputed portion of the invoice is due.

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Flexible Negotiation: If the standard payment schedule does not meet your needs, we are open to discussing and negotiating alternative arrangements that benefit both parties.



Verkada - Town Hall

Prepared by:

Pine Cove Consulting
sales@pinecc.com
800-432-0346

Prepared for:

Town of West Yellowstone
440 Yellowstone Avenue
West Yellowstone, MT 59758
Brittany White
(406) 646-7795
bwhite@townofwestyellowstone.com

Quote Information:

Quote #: 012117
Version: 1
Delivery Date: 02/17/2026
Expiration Date: 03/13/2026

Quote Summary

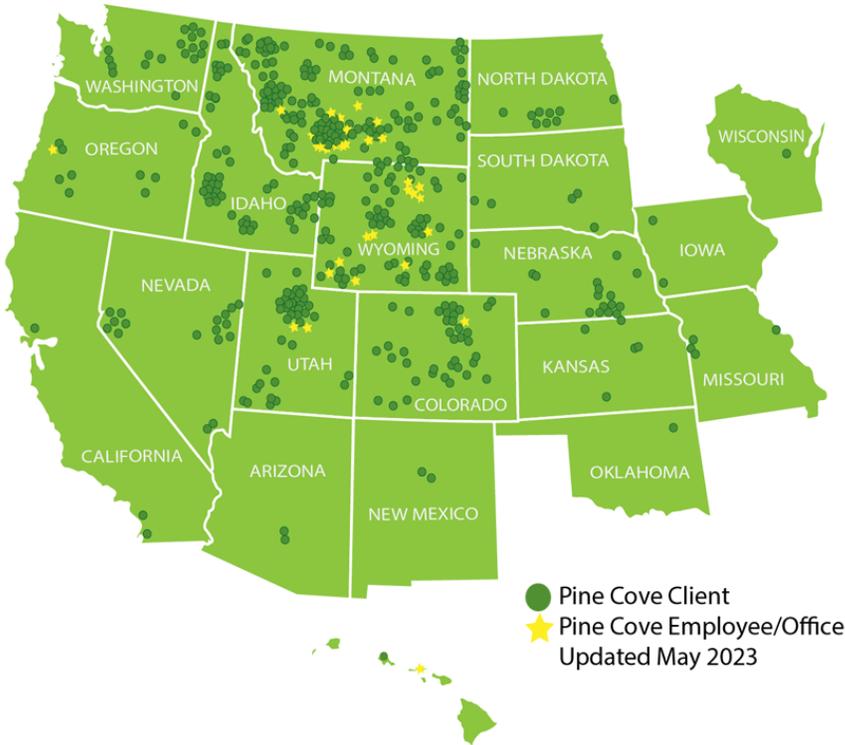
Description	Amount
Bill of Materials	\$13,839.58
Installation	\$6,200.00
Total:	\$20,039.58

This proposal shall not be used for the creation of RFP/RFQ documents, by the customer.

TERMS: Due on receipt of invoice.

Access to the customer portal for online payment is @ <https://pinecc.connectboosterportal.com>

Applicable fees and taxes not included.



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We have prepared a quote for you:

Prepared for:

Verkada - Senior Center

**Town of West
Yellowstone**

Quote # 012118
Version 1

Brittany White
bwhite@townofwestyellowstone.com

Bill of Materials

Description		Price	Qty	Ext. Price
Verkada AC42 4 Door Controller		\$1,331.26	1	\$1,331.26
Verkada AD34 Multi-format Card Reader		\$258.26	4	\$1,033.04
Verkada 4AH Backup Battery for AC41, AC42, AX11, and BP41		\$95.46	1	\$95.46
Verkada 10-Year Door License, Capacity Increase		\$1,479.26	4	\$5,917.04
UL Motorized Latch Pullback Kit with Built-in Request to Exit for Von Duprin 33/35 - 98/99		\$319.20	4	\$1,276.80
Electric Strike 12/24VDC, Cylindrical Latches Max 3/4in Throw, 2 Faceplates, 501 and 501A (4-7/8in x 1-1/4in), 630/US32D Stainless Steel		\$141.26	2	\$282.52
Electrified Power Transfer Hinge, 6 Wire 16 Amp Inrush, 2/18 AWG (Gauge) + 4/28 AWG (Gauge), 4.5in x 4.5in (4545), Door Position Status, 5ft Lead, 626/US26D Satin Chrome		\$159.04	4	\$636.16
Access Control Bundle, 22/6 OA Shielded + 18/4 + 22/2 + 22/4 Stranded Each Group Unshielded, Plenum Jacket, Yellow 500ft Reel/Spool		\$488.52	1	\$488.52
3/4in Diameter Recessed (Flush Mount) Magnetic Contact Switch Set, 3/4in Plus Wide Gap, 12in Leads, Closed Loop (N/O), Used for Steel Doors, UL Listed, White		\$7.00	4	\$28.00
Shipping, Handling and Insurance		\$408.00	1	\$408.00

Subtotal: \$11,496.80

Installation

Description	Price	Qty	Ext. Price
<p>Installation and Configuration</p>  <ul style="list-style-type: none"> • Pine Cove Consulting will install and mount Verkada security devices (cameras, access control panels, alarm systems, intercoms, and vape detection sensors) as needed. • Pine Cove Consulting will configure all Verkada devices through the cloud management platform, setting up cameras, door access schedules, alarm and sensor alerts, and intercom functionality. • Pine Cove Consulting will test each Verkada component to confirm proper operation and connectivity (video feeds, door unlocks, alarm triggers, intercom communication, sensor alerts). • Pine Cove Consulting will provide documentation and a basic orientation on the Verkada security system. 	\$7,200.00	1	\$7,200.00

Subtotal: \$7,200.00



Terms

Payment Terms

Product Invoicing

- Products will be invoiced upon shipment (Down payment may apply to new customers)
- Payment for products is due upon receipt of the invoice.

Professional Services Payment

- A deposit equal to 50% of the total service cost is required 30 days prior to the project start date, which is established upon signing the project agreement.
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Flexible Negotiation: If the standard payment schedule does not meet your needs, we are open to discussing and negotiating alternative arrangements that benefit both parties.



Verkada - Senior Center

Prepared by:

Pine Cove Consulting
sales@pinecc.com
800-432-0346

Prepared for:

Town of West Yellowstone
440 Yellowstone Avenue
West Yellowstone, MT 59758
Brittany White
(406) 646-7795
bwhite@townofwestyellowstone.com

Quote Information:

Quote #: 012118
Version: 1
Delivery Date: 02/17/2026
Expiration Date: 03/13/2026

Quote Summary

Description	Amount
Bill of Materials	\$11,496.80
Installation	\$7,200.00
Total:	\$18,696.80

This proposal shall not be used for the creation of RFP/RFQ documents, by the customer.

TERMS: Due on receipt of invoice.

Access to the customer portal for online payment is @ <https://pinecc.connectboosterportal.com>

Applicable fees and taxes not included.

TOWN OF WEST YELLOWSTONE
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date 02/27/2026

Ship Via

Order No. 7112

Department Public Works: Streets

TO: Asphalt Systems Inc. (ASI)

ADDRESS: PO Box 30015 Salt Lake City, UT 84130

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Seal coat in the Madison Addition

Estimated Cost \$ 103,900.00

Requested By: Jon Brown

Accounting Code 4075.43020.931

Authorized By: 

VENDOR COPY - White OFFICE COPY - Canary

Approved By: 

Date: January 30, 2026

To: Jon Brown, Director, Town of West Yellowstone Public Works

From: Mark LaBelle, Asphalt Systems Inc. (ASI)

RE: Estimate for Seal Coating City Streets with GSB-88

Jon,

Here is the cost estimate to do the area of town that we looked at, including all of the cul de sacs. I think we should plan on doing this in 3 days (Monday, Tuesday, Wednesday). I've reserved the applicator truck for the week, so we have Thursday there if we get delayed with any weather or other problems. If all goes well, we should finish by mid-day on Wednesday.

Please check my measurements with your own system to confirm we have accurate measurements. I drove all the roads after I dropped you off at your office and measured them, I came up with a total of 86,200 square yards (775,800 square feet).

The materials we use will be the GSB-88 emulsion (not the GSB-78 cutback that had the strong smell last year in 2025 project) and the same black sand. As we have done in the past, I will have the trucks deliver all the sand to you sometime in July (this requires sand deliveries made by 2 trucks) and you can store it in a covered area so it doesn't get wet from any rain. This project will require 17 bags of sand.

The GSB-88 emulsion will be in a 3:1 dilute with 4% polymer. Based on the area we have in the project, we will need 2 trucks to deliver the oil. I'll have first truck arrive Monday morning and the 2nd truck around mid-day on Tuesday. We have a total of 11,300 gallons required for this project.

We plan on being there to begin the work on Monday August 3rd.

Including all material costs, freight costs to ship the GSB-88 oil and the sand bags and the cost of the applicator truck to apply the 88 and sand, we have a total cost estimate of \$103,900.00

If all looks good to you – please contact me and the next step is to send you the quote contract for signature. That is what locks in your prices & dates and makes the order official.

Thanks,

Mark LaBelle Asphalt Systems Inc.

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53294		42 Fall River Electric	13,991.12					
	02/20/26	PARK, old firehouse 2901001	480.30		PARK	1000 411253	341	101000
	02/20/26	povah comm ctr 4212001	353.38		POVAH	1000 411255	341	101000
	02/20/26	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	02/20/26	RR Well 4212005	182.13*		WATER	5210 430500	341	101000
	02/20/26	IRIS LIFT STATION 4212006	536.18		SEWER	5310 430600	341	101000
	02/20/26	POLICE 4212008	480.91		POLICE	1000 411258	341	101000
	02/20/26	TOWN HALL 4212009	398.12		TWNHLLA	1000 411250	341	101000
	02/20/26	ICE RINK 421010	73.43		PARKS	1000 411253	341	101000
	02/20/26	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	02/20/26	Sewer Plant 4212012	5,982.90		SEWER	5310 430600	341	101000
	02/20/26	South Iris Street Well 4212013	183.74*		WATER	5210 430500	341	101000
	02/20/26	Hayden/DeLaceyPump 4212014	243.05		SEWER	5310 430600	341	101000
	02/20/26	Hayden/Grouse Well 4212015	39.00*		WATER	5210 430500	341	101000
	02/20/26	911 Tower 4212016	205.90		911	2850 420750	341	101000
	02/20/26	MADADD H20 Tower 4212017	57.32*		WATER	5210 430500	341	101000
	02/20/26	SHOP 4212018	504.30		STREET	1000 430200	341	101000
	02/20/26	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	02/20/26	ANIMAL 4212029	244.90		ANIML	1000 440600	341	101000
	02/20/26	CLORINATOR 4212030	95.49*		WATER	5210 430500	341	101000
	02/20/26	Electric Well 4212031	67.90*		WATER	5210 430500	341	101000
	02/20/26	PARK 4212032	292.54		PARKS	1000 411253	341	101000
	02/20/26	UPDL 4212041	513.60		UPDL	1000 411252	341	101000
	02/20/26	861PowerLinTREATSERV 4212046	1,373.08		SEWER	5310 430600	341	101000
	02/20/26	LIBRARY 23 dunraven 4212054	192.70		LIBR	1000 411259	341	101000
53295		2813 Century Link	9,553.38					
	02/19/26	911 ALI/SR 255-9710	8,662.18		911	2850 420750	345	101000
	02/19/26	BSLAnlog 255-9712/0133,5127	298.00		POLICE	2850 420750	345	101000
	02/19/26	BSLAnlog 646-5170,5173,5179	182.60		POLICE	2850 420750	345	101000
	02/19/26	Alarm Lines 646-5185,7256	185.20		TWNHLL	1000 411250	345	101000
	02/19/26	Police - 646-7600	225.40		POLICE	2850 420750	345	101000
53297		709 TD&H Engineering	42,617.15					
	46522 02/13/26	Professional fee	10,924.60*		PLNNG	1000 411000	354	101000
	46523 02/13/26	Professional fees 80Acres	23,631.05*		80ACRE	4030 430630	354	101000
	46524 02/13/26	Professional fees RIBS	3,755.00		SEWER	5310 430600	354	101000
	46525 02/13/26	Professional fees IrisLiftStat	4,306.50		SEWER	5310 430600	354	101000

02/27/26
14:00:47

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/26

Page: 2 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53300		1514 Verizon Wireless	934.35					
	23	Smartphones						
	02/20/26	640-0108, Police	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-0141 Street SP	40.65		STREET	1000 430200	345	101000
	02/20/26	640-0159 Street SP	40.62		STREET	1000 430200	345	101000
	02/20/26	640-0606 911 Dispatch	40.62		911	1000 420160	345	101000
	02/20/26	640-1103, Operator SP	40.62		STREET	1000 430200	345	101000
	02/20/26	640-1460, Library Dir, SP	40.65		LIBRAR	2220 460100	345	101000
	02/20/26	640-1461, S & W operator, SP	40.62		SEWER	5310 430600	345	101000
	02/20/26	640-1462, S & W Super, SP	40.62		WATER	5210 430500	345	101000
	02/20/26	640-1463, Deputy PSS, SP Sspnd	40.62		PARKS	1000 460430	345	101000
	02/20/26	640-1472, Ops Mgr, SP	40.62*		ADMIN	1000 410210	345	101000
	02/20/26	640-1676, Rec Coor, SP	40.62		REC	1000 460440	345	101000
	02/20/26	640-1754, COP, SP	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-1755, Police	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-1756, Police	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-1757, Police	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-1758, Head Dispatcher	40.62		DSPTCH	1000 420160	345	101000
	02/20/26	640-1759, Police	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-7547,PW Super	40.65		SEWER	5310 430600	345	101000
	02/20/26	640-9074, PSS	40.62		STREET	1000 430200	345	101000
	02/20/26	640-2354 Social Services	40.62		SOCSER	1000 450135	345	101000
	02/20/26	640-2629 City Judge	40.62		COURT	1000 410360	345	101000
	02/20/26	640-7108 Police Officer	40.62		POLICE	1000 420100	345	101000
	02/20/26	640-7873 Equip Operator	40.62		STREET	1000 430200	345	101000
53308		1514 Verizon Wireless	430.21					
	7	laptops						
	5	pd cams						
	02/20/26	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	02/20/26	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	02/20/26	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	02/20/26	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/26	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	02/20/26	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/26	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/26	451-3287 PDCam1	30.02		POLICE	1000 420100	345	101000
	02/20/26	451-3386 PD Cam2	30.02		POLICE	1000 420100	345	101000
	02/20/26	451-3514 PD Cam3	30.02		POLICE	1000 420100	345	101000
	02/20/26	451-3595 PD Cam4	30.06		POLICE	1000 420100	345	101000
	02/20/26	451-3731 PD Cam5	30.02		POLICE	1000 420100	345	101000

02/27/26
14:00:47

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 3/26

Page: 3 of 6
Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53309		547 WY Chamber of Commerce	2,008.62					
	TOWY022026	02/11/26 1/26 ReimburseCleaning/sup	2,008.62		CHMBER	1000 411257	357	101000
53310		2099 Quick Print of West Yellowstone	176.60					
	21827	02/18/26 Housing Flyers	21.60		LEGIS	1000 410100	220	101000
	21834	02/24/26 BusinessCardsNewOfficers	155.00		POLICE	1000 420100	321	101000
53311		3324 Dan Walker	120.00					
	02/23/26	ExecutiveForum3/4-3/6/26	120.00*		ADMIN	1000 410210	370	101000
53312		999999 JACKSONHOLE SKI CLUB C/O	350.00					
	02/23/26	RefundPovahdeposit	350.00		POVAH	2210 214001		101000
53313		3555 Katrina Knutson	241.43					
	02/17/26	MovingExpensesKnutson	241.43		ADMIN	1000 410210	870	101000
53314		3556 Richard Nickolaus	2,500.00					
	02/17/26	MovingExpensesNickolaus	2,500.00		ADMIN	1000 410210	870	101000
53315		3458 Billings Clinic, Attn:	195,425.40					
	HSA-CY2025	02/11/26 HealthcareServAgreement#8	195,425.40		RISKSH	1000 510370	859	101000
53316		3547 IMEG Consultants Corp.	2,598.00					
	25006740-3	02/24/26 WWTP ProfessionalServices	2,598.00		WWTP	5320 430640	940	101000
53317		3233 Safeguard Business Systems	1,634.96					
	9010051279	02/17/26 BMSUtilityPostcards	817.48		WATER	5210 430570	220	101000
	9010051279	02/17/26 BMSUtilityPostcards	817.48		SEWER	5310 430670	220	101000
53318		1194 Montana Historical Society	40.00					
	02/02/26	MembershipAnnual Renewal	40.00		LIBRY	2220 460100	330	101000
53319		2801 West Yellowstone Back & Neck	150.00					
	021326	02/13/26 DOTPhysicalforCanales	150.00		STREET	1000 430200	351	101000
53320		2481 Platt	428.03					
	7B77017	02/11/26 LightsforLibraryBuilding	428.03		LIBBLD	1000 411259	366	101000
53321		3461 Door Guys LLC	635.00					
	1471	02/13/26 Clinicdoorrepair	635.00		CLINIC	1000 411251	366	101000

02/27/26
14:00:47

TOWN OF WEST YELLOWSTONE
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Page: 4 of 6
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FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53322		3366 Kettle Embroidery, LLC	304.30					
	50861	02/18/26 Jacket/vests	304.30*		STREET	1000 430200	226	101000
53323		3315 IAS EnviroChem	1,582.00					
	2600911	02/18/26 SewerTesting Fees	1,582.00		SEWER	5310 430600	348	101000
53324		3557 NorthWestern Energy	271.65					
	90316095	02/09/26 MeterRepairNWE	271.65*		STREET	1000 430200	366	101000
53325		3356 Platinum Chemicals Inc.	454.00					
	02152026	02/15/26 Sewercleaningsupplies	454.00		SEWER	5310 430600	220	101000
53326		3527 Torgerson's Equipment	495.27					
	P43563	02/11/26 Equipment Repairs	495.27		STREET	1000 430200	369	101000
53327		3499 BROADWATER EQUIPMENT SERVICES	4,503.88					
	1206	02/05/26 Equipment Repairs	1,993.57		STREET	1000 430200	369	101000
	1207	02/05/26 Equipment Repairs	1,288.99		STREET	1000 430200	369	101000
	1210	02/05/26 Equipment Repairs	1,221.32		STREET	1000 430200	369	101000
53328		171 Montana Food Bank Network	700.72					
	38998-1	02/19/26 Food Bank Supplies	700.72		HELP	7010 450135	220	101000
53329		3507 OA Promotions	38,975.00					
	26-10	02/23/26 2026OctaneExpo26-10	22,300.00		MAP	2101 410130	398	101000
	26-13	02/23/26 2026OctaneExpo26-13	16,675.00		MAP	2101 410130	398	101000
53330		3558 Arrowhead Properties	150.08					
	10146077	02/23/26 Housing Education	150.08		LEGIS	1000 410100	370	101000
53331		3500 SYSTEMS NORTHWEST, LLC	496.00					
	20575	02/26/26 AnnlMntingFireAlarm3/26-2/27	496.00		TWNHLL	1000 411250	357	101000
53332		1331 West Yellowstone Foundation	30.00					
	02/12/26	Bus Voucher	10.00		HELP	7010 450135	370	101000
	02/12/26	Bus Voucher	10.00		HELP	7010 450135	370	101000
	02/17/26	Bus Voucher	10.00		HELP	7010 450135	370	101000
53333		3559 KOIS Brothers Equipment Company	495.08					
	135817	06/09/25 Vehicle Repairs	495.08		STREET	1000 430200	361	101000

02/27/26
14:00:47

TOWN OF WEST YELLOWSTONE
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Page: 5 of 6
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FSB - Operating account
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53334		62 MLEA	390.00					
	26028	02/24/26 Training Knutson	390.00		DSPTCH	1000 420160	380	101000
53335		3425 Bridger Built, LLC	24,045.86					
	05 Well	02/23/26 WellHouse#3	7,845.75*		WATER	5210 430530	937	101000
	05 Police	02/21/26 PoliceStationAddition	16,200.11		POLICE	1000 411258	920	101000
53336	E	2323 Montana Department of Revenue	242.89					
	05 Well	02/23/26 WellHouse #3	79.25*		WATER	5210 430530	937	101000
	05 Police	02/21/26 Police Station Addition	163.64		POLICE	1000 411258	920	101000
# of Claims			33	Total:	346,970.98			
Total Electronic Claims			242.89	Total Non-Electronic Claims	346728.09			

Town of West Yellowstone
Town Council Meeting
February 17, 2026

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Director Jon Brown, Chief of Police Corey White, 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

Mayor Watt calls the meeting to order. The purpose of the work session is to discuss the budget process for FY 2026-2027. Finance Director Katie Thompson explains that they start planning for the next budget year in February or March. She explains that they are in the midst of some of the largest projects the Town has ever done, so they need to be mindful and be ready to make hard decisions. She explains that the first thing she loads into the budget is payroll, and then necessary costs to operate, then the capital purchases-purchases over \$5000. She says that the priority list established by the Council drives what projects go into the budget. She explains that tomorrow, she will distribute budget work sheets to the department heads to determine what projects they want to budget for the upcoming year. She explains how she works with the department heads to determine what will be included in the budget and also special funding requests. Thompson distributes a calendar that outlines work sessions and meetings where the Council will consider which projects and requests will be funded. The final budget will be adopted in August. Thompson also explains that she is going to try to attend advisory board meetings to explain which parts of the budget include projects they are working on. She points out that the housing fund they started last year was new and they will need to consider if they want to put more money in that fund this year. She points out the budget chart that will assist council members in understanding the budget. She says that in FY 2026, they focused a lot of money on equipment for Public Works. She says they are working towards establishing a normal rotation for vehicles. They expect to budget for another new police vehicle this year. She points out that the union agreement for the police officers expires this year and they will need to consider that. She says the wastewater treatment facility should be completed this year, but they will have to consider operational costs. They also expect to have to plan for funding for a new or expanded sewer lift station. She briefly discusses debt management and obligations. She says that in FY 2025, they paid off the Town Hall loan. In FY 2026, they paid off the Siegel Learning Center. She says the only outstanding debt they have other than the wastewater treatment plant is the loan on the 80 acres. She says she may make the recommendation to pay that loan off as the interest is expected to increase. She says the management team works hard when they consider what they put into the budget and she appreciates that. Watt thanks Thompson for the information. He also requests an equipment status list or replacement schedule to help them understand the rotation. Thompson agrees and says that she can also supply a spreadsheet that shows what they anticipate funding over the next couple of years. The work session is adjourned at 6:30 PM.

Public Comment Period

Katie Thompson says that the Housing Coalition is putting on a series of housing education session again this winter. The first session is next Tuesday, February 24, 2026 at the West Yellowstone School. Dinner will be provided at 5:30 PM.

Council Comments

Mayor Watt reports that Wolverine basketball is dominating right now and starting district tournament this week.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7024 to Tri-State Excavating for snow hauling in January 2026 for \$7948.07. (Wilson, Forsythe)
- 2) Motion carried to approve the claims, which total \$1,355,893.11. (Wilson, Forsythe)
- 3) Motion carried to approve the business license application for Gibbon Avenue, Inc. for the residential rental housing co-op at 327 Gibbon Avenue. (Wilson, Forsythe)
- 4) Motion carried to approve the business license application for Ivory Property Management LLC to operate a cleaning and handyman services business. (Wilson, Forsythe)
- 5) Motion carried to approve the minutes of the February 3, 2026 Town Council Meeting. (Forsythe, Wilson)
- 6) Motion carried to approve the conditional use permit for Yellowstone Hales LLC at 101 S Canyon Street, West Yellowstone, Montana 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 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 #8 to read that the applicant shall submit for the Town Attorney's review a Grant of Easement and a Vacation of Easement with an exhibit showing any proposed changes to existing easements, creation of new easements, or the dissolution of existing easements and adopt the staff evaluation and findings presented for the conditional use permit at 101 S Canyon Street for Yellowstone Hales LLC. (Wilson, Forsythe)
- 7) Motion carried to approve the Application to Maintain an Encroachment to extend the landscaped berm along the northwest property line as a continuation of the bermed landscaped area that is already in place. (Forsythe, Wilson)
- 8) Motion carried to approve the site plan for TownePlace Suites at 105 S Faithful Street. (Wilson, Forsythe) See next motion.
- 9) Amended motion carried to approve the site plan for the TownePlace Suites project at 105 S Faithful Street and 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 #2 to remove the last sentence and amend condition #3 to remove the word covenants." (Wilson, Watt)
- 10) Motion carried to award \$26,700 to Octane Expo and Snowmobile Rodeo. (Forsythe, Wilson)
- 11) Motion carried to award \$500 for the Taste of Trails event, February 14, 2026. (Wilson, Forsythe)
- 12) Motion carried to approve the Outside Amplification Permit for the Yellowstone Rendezvous Race, March 7, 2026. (Wilson, Forsythe)
- 13) Motion carried to approve the Outside Amplification Permit for the Yellowstone Half Marathon & 5K on June 12-13, 2026. (Forsythe, Wilson)

- 14) Motion carried to approve the submission of the AARP Community Challenge Grant for \$25,000 for the purpose of expanding traffic calming measures in the community. (Wilson, Forsythe)
- 15) Motion carried to accept the resignation of Jeff Mathews from the West Yellowstone Town Council. (Wilson, Forsythe)
- 16) Motion carried to adopt the 2026 Town Council Priorities as presented. (Forsythe, Wilson)
- 17) Motion carried to extend the Town Attorney Fee Agreement with Kasting, Kauffman, and Mersen P.C. through December 31, 2026. (Forsythe, Wilson)

DISCUSSION

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that they had their monthly engineering meeting last week and discussed issues such as the revised construction standards have been updated and posted, construction progress on current projects, 80 acres infrastructure analysis, scheduling for upcoming engineering projects, working with the applicant from Sleepy Hollow to develop a revised site plan, working with RSCI on some quality control issues at the wastewater treatment plant, They interviewed four candidates last week for the position of Social Services Assistant. They are going to meet with Hebgen Basin Fire District at the end of the week.

Kyle Scarr of TD&H, town engineer, reports to the Council on the 80 acres infrastructure meeting held earlier today. He says they anticipate completing the preliminary plat by the end of the month and full approval by the Council in April. He explains they are still working through breaking up the blocks as one subdivision. They are working through the details of how much to break up those blocks and whether to submit one plat or subsequent plats breaking them up into smaller lots. He says they will need to make some decisions about how to develop the 80 acres, whether they work with one developer or other options. He clarifies that they are focusing on the first block, approximately 26 acres, that will be developed as higher density residential. Walker adds that they are doing their best to move the project forward while still keeping the Council and the community informed. He invites anyone that has questions to contact him.

- B) **Advisory Board Reports:** Wilson reports that the Parks & Recreation Advisory Board met last week. They talked with Scott Hazelton of Sunflower Peak Planning about the Parks Master Plan project. A community open house is scheduled for March 11, 2026.

Julia Wittmer reports that the Business Improvement Advisory Board met last week and discussed additional traffic control devices on Gibbon and Highway 191 coming into town and budget requests to improve trash collection in the downtown area.

Public Hearing – Conditional Use Application, Buffalo Crossing RV Park 101 South Canyon Street, Travel Trailer Park Expansion

Mayor Watt opens the hearing and reads the hearing notice. The hearing was advertised in the Bozeman Chronicle, posted publicly and online. Town Planning Consultant, Scott Hazelton of Sunflower Peak Planning, notes that there is one error in his staff report. The application is to expand the existing travel trailer (RV) park by adding 37 new sites for a total of 62 sites. He explains that the project is located in the E-2 district. The proposal is to remove the existing Imax theater and install 37 additional sites for travel trailers on the east side of the property. He notes that there are some easements the Town maintains on the east side of the property but they should not affect the project. Kyle Scarr explains that the project is on an existing lot in town and the Town is able to provide both water and sewer capacity to the lot and has already been reviewed for capacity. No public comments are received.

- 6) Hazelton explains that the only additional condition they recommend is that the applicant submit for review to the Town proof of easements moving forward. Forsythe asks for clarification about the additional water and sewer connections for the project. Scarr responds that they can provide capacity for the project for lots already platted in the town. Glenn Hales, applicant and representative for Buffalo Crossing RV Park and Yellowstone Hales LLC, says this project has been a long time in the making and appreciates the effort by the town to make it a smooth process.
- 7) Walker explains that the applicant has applied to extend the existing encroachment on the north side of the property. He says that when the RV park was originally put in, they intended to build a fence, but the applicant was encouraged to put in something more appealing. The Town agreed to a landscaped berm with trees. This application is to extend the existing berm and line of trees along the north side of the property to create separation from the parking lot at the Chamber of Commerce.
- 8-9) Planning consultant Scott Hazelton recommends that in the list of recommended conditions, they strike condition #2 and amend condition #3 to remove the word “covenant”. Town Attorney Jane Mersen recommends just removing the term “Grizzly Park Architectural Committee” Hazelton explains that this project will be located in the B4 District to clear the site and build a 100-room Towneplace Marriott Hotel. A height variance for the project has been approved. The staff has worked through multiple iterations of the project, which are reflected in the conditions of approval.
- 10) John Greve addresses the Council regarding the recommendations from the Marketing and Promotions Fund Advisory Board. Greve explains that in December 2025, Octane Addictions was awarded \$22,300 for the event March 6-7, 2026. He adds that the Town recently amended the budget to increase the amount the MAP Fund could distribute in this fiscal year. He explains that Octane Addictions originally applied for \$50,000 but because of budget limitations they were only awarded the \$22,300. He says that this subsequent application is for the remainder of what was originally applied for.
- 14) Finance Director Katie Thompson explains that the Business Improvement Advisory Board has proposed applying for an AARP Community Challenge Grant for \$25,000 to expand the traffic calming measures in the community. Thompson says that board member Carrie Coan is going to put the application together, but she will review it before it is submitted as it is being submitted by the town.
- 15) Mayor Watt reads a letter of resignation from council member Jeff Mathews. Mathews suffered a stroke in November and is working on his recovery. The Council expresses appreciation for his time served on the Council and advisory boards.

Watt explains that pursuant to Policy #41, they will follow the procedure outlined in the policy and offer the vacant position on the Council to the next runner up from the most recent election, which is Julia Wittmer. Wittmer has been attending meetings and they will meet with her and anticipate swearing her in at the next Town Council meeting.
- 16) Town Manager Dan Walker summarizes the priorities the Council has discussed.
- 17) Mayor Watt explains that the current fee agreement with Kasting, Kauffman and Mersen PC has expired. Town Policy #6 calls for the review and evaluation of the contract every two years. Mersen 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. Walker indicates that Mersen is comfortable with the current fee agreement. Mersen explains that she is trying to retire but is willing to extend through the end of the year to assist with the transition. Mersen has been the Town attorney since 2014.

The meeting is adjourned at 8:25 PM.

Mayor

ATTEST:

Town Clerk

DRAFT



FEBRUARY 25, 2026

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- Participated in DRG meeting for proposed Hampton Inn hotel. The proposed hotel will be built at 635 Gibbon Avenue and have 93 rooms.
- Advertised public hearing for amended variance requests on behalf of CWH Montana LLC at 124 N Electric Street, the property commonly known as the Sleepy Hollow. The Council tabled the original requests last November and the applicant has revised the variance requests. The public hearing and this item will be on the agenda for the March 17, 2026 Town Council Meeting.
- Filed two workers comp claims this week for employees. MMIA is ending its workers compensation program as of July 1, 2026. Over the next couple of months, we will be researching options for this coverage through other carriers.
- Prepared the Town Council Agenda & Packet for March 3, 2026.
- Wolverine Basketball! Girls team took first at the district tournament, Boys team took second. We are off to Butte for the Divisional tournament this weekend.





Week of 02.23.2026

This week we hosted the first housing education meeting for the community for the 2026 season. We had Adam with NeighborWorks Montana speak about Housing Cooperatives in general and talk about the Gibbon Ave Inc Housing Coop that started in 2025. We also had Liz Dixon with Shiloh Building Supply and Manufacturing speak about manufactured homes and they had a demonstration with a lot of examples of their products. We had about 30 people in attendance, which is down for us but so many great questions and we had to finally push people out of the school a little after 8:00 p.m. because they were talking to our speakers about their presentations. We appreciate the engagement. We look forward to our next meeting on March 24th where we will discuss the 80-acre development along with community land trusts and deed restrictions.

Met with the WWTP team for the week, we have moved the meetings, so we aren't meeting weekly anymore but bi-weekly. It was good to discuss updates; we will see the next pay application at the second meeting in March. I have been reviewing payrolls, and we are now working through the electricity bills with RSCI. I will keep the Council posted as this continues to evolve.

Worked through some MAPFAB items before the meeting in a couple of weeks. They are still updating documents and have new applications coming to them. I am trying to get together a game plan for budgeting purposes for FY2027 worked out and to present this to the board soon.

Public Works Report

02/23/26 thru 02/27/26

RSCI Contractors are now starting to work on the equipment in the solids handling room. They are starting to set the pin valley sludge dewatering pumps, installing in UV (ultraviolet light disinfection) system, Grand fac W3 wash water pumps, polymer skids, assorted valving, and piping.

The steel erection building contractor did not meet RSCI standards, so they have been removed from the job. RSCI is going to finish the building with its own employees.

Arsenic and fluoride samples were collected from Whiskey Springs and Well #3 and have been sent to Energy Labs for analysis.

Bridger Built Construction has completed Well #3 and the police station addition is 96% completed with some flooring and trim items remaining to be installed. Completion date is 03/07/26.

I attended a DGR meeting regarding the new Hampton Inn. Public works expressed concerns over various items like water and sewer locations, storm drains, addition Town streetlights, and approaches but overall, the project looks a good fit for West Yellowstone.

Public work crews have been working on the storm drains and streets to try maintaining the snow floor for the Town business. The warm weather is making this difficult and we are having to remove the slush every day to maintain public safety.

Removing snow in the Madison Addition Cul de sacs to keep them clear.

Crews are assisting MTD in repairing potholes on HWY 20 that runs through Town. Public Works is working on building a great rapport with MTD.

Working with TD&H and the contractors that won the light project bid on the start date and traffic control plan.

Working on EPA and DEQ first quarter for 2026 water and sewer paperwork.

Public work crews are attending a ½ day training class in Bozeman to learn about equipment maintenance and safety. This is a free class.

Police vehicles repairs are being repaired by Midnight Auto.

Ben from Broadwater has been repairing some of the heavy equipment.

If you have any questions, please feel free to contact me.

Thank you,

Jon Brown

HIGHLIGHTS Feb. 19TH – 26TH



Lobby food - 37

Clothing bank – 9

Food donations – 2

Clothing donations – 3

Faxes – 2

SNAP – applications to OPA – 2

Cover Montana conference call (help client with coverage) 0

MFBN food shipment pickup in Bozeman

Grocery Store donation for the food bank.

Unload, organize, and restock the food pantry with food shipment supplies

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Friday, February 27, 2026 7:04 AM
To: Jon Brown <jbrown@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet points 2/27/2026

Bullet points 2/27/2026

- #1 Snow removal.
- #2 BIB projects prep.
- #3 DRG meeting.
- #4 Water shutoff to Imax property.
- #5 Sewer plant inspection.
- #6 Vehicle maintenance.
- #7 Talked to people and business feeding ravens.



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

Ktanner@townofwestyellowstone.com

Cell # 406-640-0141



Weekly Recreation Snapshot

Town of West Yellowstone • Recreation Coordinator: Rachel Spence

Week of: 02/22-28/26 **Submitted to:** Dan Walker, Town Manager

💡 **Highlight** – The best part of my week had to be watching the lady Wolverines win the District Basketball Championship, with Ariela scoring 29 points and Talia 16 points in that game. Now on to Butte for the Divisionals!

Weekly Updates

1. Performance Evaluation:

Reflection:

I recently met with my supervisor for my annual performance evaluation and was pleased to learn that I am meeting expectations. Having only been in this role for two months, I have already had the opportunity to jump into a wide range of responsibilities, and I am proud of how I've adapted and contributed so far. I am excited to continue learning, growing, and supporting our team and community. One of my greatest strengths is building relationships and making meaningful connections. I plan to continue developing this strength to enhance collaboration, communication, and program success. I also recognize that computers and software are areas where I can improve. I am committed to strengthening these skills through practice, training, and continued learning. My goal is that by this time next year, I will not only be meeting expectations but consistently exceeding them.

2. Youth Basketball Clinics

I have been running the basketball clinic for over a month now and have consistently had more than 25 kids attend each session. It has been incredibly rewarding to watch their skills improve while also seeing them have fun and build confidence. I enjoy creating a positive, supportive environment where kids feel encouraged to participate, learn, and grow. I am already thinking ahead to what our next program can be once the basketball clinics end, and how we can continue building momentum and engagement within the community.

3. March Community Event

The March event flyer is complete and ready to be posted, and all event preparations are in place. I also created a Google sign-up document to allow participants to register in advance, helping streamline planning, organization, and attendance tracking.

Goals / Next Steps:

I will continue working on the budget for the year to provide to Katie. I have begun researching trainings and certifications that will help me grow professionally and strengthen my effectiveness in this role. I am also beginning to plan the town clean-up project and would like to partner with the school to make it a larger community-wide event.

🍀 Show Some Love 🍀

Come spend a fun, creative evening at the Povah Community Center.

Make a handmade card for someone you feel **LUCKY to have in your life.**

Whether it's a friend, family member, teacher, or neighbor, your thoughtful creation is sure to brighten their day!

Date: Tuesday, March 10th

Time: 5:00–6:30 PM

Location: Povah Community Center

- ✦ All supplies provided
- ✦ All ages welcome
- ✦ Come ready to create and have fun!



Bring a friend and enjoy a relaxed night of creativity, community, and fun.



Please RSVP

**More info call or email Rachel 406-640-1676
rspence@townofwestyellowstone**



TOWY SPECIAL FUNDING REQUEST OUTCOME REPORT: PUBLIC TRANSIT

March 2026

Author: Carrie Coan, West Yellowstone Foundation

WEST YELLOWSTONE FOUNDATION'S ROLE IN WEST

BUILDING COMMUNITY TOGETHER



WEST YELLOWSTONE FOUNDATION'S ROLE IN PUBLIC TRANSIT

WYF serves as a service provider and advocate by:

- Providing safe, reliable, cost-effective service
- Collaborating with regional transit partners like Skyline (Big Sky) and Streamline (Bozeman)
- Library Book Transfers
- West Yellowstone School Kids Packs
- Social Services Ride Voucher Program



Key Partners/Collaborators on Public Transit:



West Yellowstone School

WYF: PROVIDING PUBLIC TRANSIT TO THE WEST YELLOWSTONE COMMUNITY SINCE 1994

THIS PROGRAM QUIETLY KEEPS WEST YELLOWSTONE
RUNNING, EVEN WHEN IT IS SNOWING SIDEWAYS



TRANSIT FLEET



2015 Glaval Titan, seats 13 plus one wheelchair. Mileage: 115,435



2020 Honda Odyssey, seats 8. Mileage: 57,564



2024 Ford Endera, seats 14 plus one wheelchair, with an option for two. Mileage: 22,547



2026 Ford Transit, seats 11. Mileage: 347

WEST YELLOWSTONE FOUNDATION PUBLIC TRANSPORTATION



\$10 round trip
Airport: \$50 one way (Bozeman only)



*excluding airport

Tuesdays & Thursdays **Big Sky, Bozeman & Belgrade**

Tuesdays & Thursdays:
Round-trip trips from West
Yellowstone to Big Sky,
Belgrade and Bozeman

**For reservations to the Bozeman
area: call/text/WhatsApp:
+1.406.640.0244**

Wednesdays **Rexburg & Idaho Falls**

Wednesdays (June-August):
Round-trip trips from West
Yellowstone to Rexburg and
Idaho Falls

**For reservations to the Idaho
Falls area: call/text/WhatsApp:
+1.406.640.1575**

RESERVING A RIDE

How do you reserve a ride?

Call, text or WhatsApp the number for the route you want to take

What do we need to know to reserve your ride?

- Preferred date of service
- Name
- Cell phone number
- Pick up address
- Drop off locations (usually 2 are allowed)
- For airport rides: flight time & flight number, number of bags
- Let us know if you need any special accommodations or a chair lift



A TYPICAL DAY ON THE BUS

1

Pick up in West
around 7:30am

2

Appointments
should be
between
10:15a-1p

3

Leave the
Bozeman &
Belgrade area by
2pm

4

Return to West
around 4pm



Through our curb to curb service we try to accommodate all requests while balancing the needs of all the riders. Medical appointments are prioritized.

PROGRAM MANAGEMENT



MDT/FTA REQUIREMENTS

- **Quarterly Reporting**
 - Ridership & Vehicle Data
 - Detailed Expenses
- **Annual Funding Request**
 - Local Match
- **Public Participation (Transportation Advisory Council Meetings)**
- **Drug Testing**
- **Triennial Audits: Vehicles, Facility & Documentation**
- **Buses require DOT registration & subject to random federal inspection**
- **Annual DOT vehicle inspections**

WHAT DOES IT REALLY COST?

QUARTERLY EXAMPLE

FY26 Q1, July-September 2025, operating 3 days per week

- **Total Rides: 738**
- **Total Miles Traveled: 8,616**
- **Total Operational Hours: 344**

Total Q1 Expenses:

- **\$41,675.05**

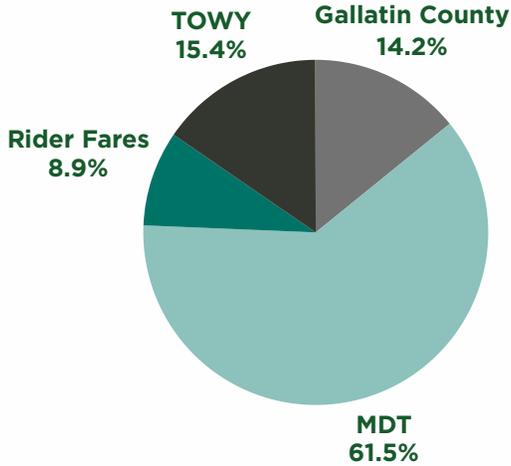
COST PER RIDE: \$56.47

COST PER DAY: \$1,041.88

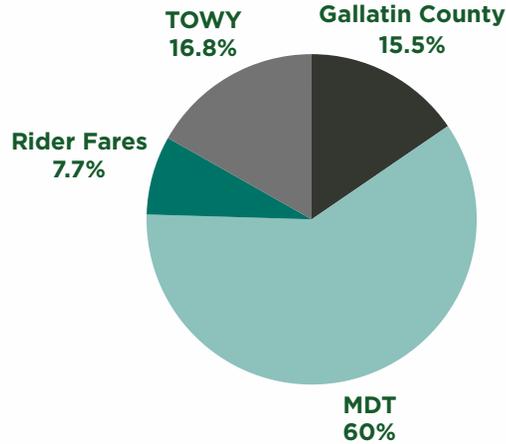
FY24: JULY 2023-JUNE 2024
 FY25: JULY 2024-JUNE 2025

West Yellowstone Foundation Transit

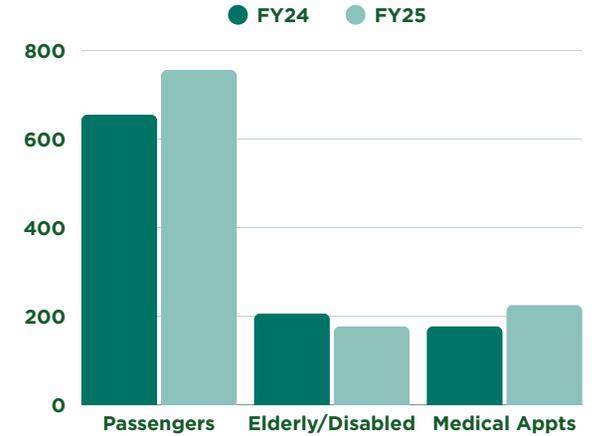
FY24 REVENUE: \$139,379



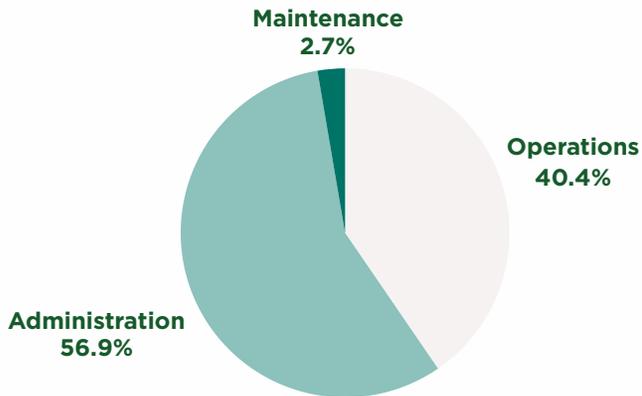
FY25 REVENUE: \$150,812



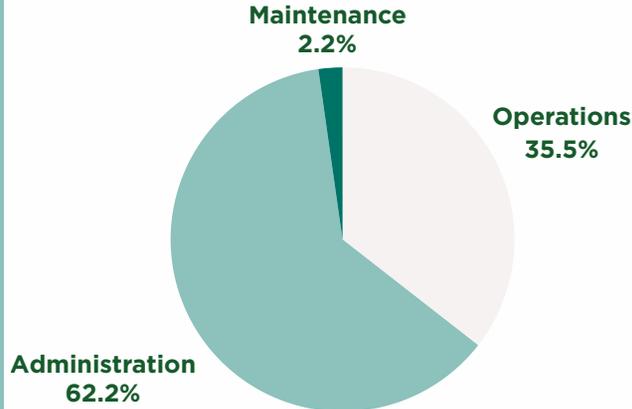
RIDER STATS FY24 VS FY25



FY24 EXPENSES: \$134,032



FY25 EXPENSES: \$148,530



OF RIDES FY24 VS FY25



FY25

3

part time drivers

FY25

10

social services ride vouchers redeemed

FY25

23%

elderly and/or disabled passengers

FY25

23,246

miles driven

FY25

105

Operational Days

FY25

928

Hours driven



“

When public transportation works in a rural community, it quietly supports everything else: jobs, housing, health and belonging.

”

Questions?

Carrie Coan, Executive Director
West Yellowstone Foundation
carriecoan@westyellowstonefoundation.org
406.646.1152



Montana Code Annotated 2025

TITLE 7. LOCAL GOVERNMENT

CHAPTER 32. LAW ENFORCEMENT

Part 41. Municipal Police Force

Probationary Period And Confirmation Of Appointment

7-32-4113. Probationary period and confirmation of appointment. (1) Every applicant who has passed the examination and received the certificate referred to in **7-32-4108** must first serve for a probationary term of not more than 1 year. At any time before the end of such probationary term, the mayor, or the manager in those cities operating under the commission-manager plan, may revoke such appointment.

(2) After the end of such probationary period and within 30 days thereafter, the appointment of such applicant must be submitted to the city council or commission, and if such appointment is confirmed by the city council or commission, such applicant becomes a member of the police force and shall hold such position during good behavior unless suspended or discharged as provided by law.

History: En. Sec. 3, Ch. 136, L. 1907; Sec. 3306, Rev. C. 1907; amd. Sec. 1, Ch. 198, L. 1921; re-en. Sec. 5097, R.C.M. 1921; amd. Sec. 2, Ch. 119, L. 1923; re-en. Sec. 5097, R.C.M. 1935; amd. Sec. 3, Ch. 152, L. 1947; amd. Sec. 1, Ch. 160, L. 1973; R.C.M. 1947, 11-1803(part).

Q4 Overview

Recent Events:

Flu Vaccine Clinic-10/08/2025- Becky went to the school and provided influenza immunizations to all staff and teachers that wanted the vaccine.

Partnered with Gallatin County Health Department to host a vaccine clinic at BC West Yellowstone on 10/30/25.

Upcoming :

Billings Clinic sponsored the Kids 'N Snow event, remaining dates 02/07 and 02/28.

Staffing:

Current staffing levels are as follows:

- 1-0.9 FTE RN/Limited permit Xray tech/Clinical Coordinator
- 1-0.8 FTE Medical Assistant/Limited permit Xray tech
- 1-0.9 FTE Patient Access Staff Member (Registration)
- 1-Per diem Patient Access Staff Member

Provider coverage:

- 1-1.0 FTE PA-C Kalen Gunter onboarded 01/19/2026 coming from several years of urgent care and primary care work (Butte). Formal bio to be shared.
- 1-Medical Director/Physician oversight and physician clinical services -2 days per month onsite (Billings Clinic Bozeman)
- 1-Physician 2-days per month providing clinical support and physician clinical services (Billings Clinic Bozeman)
- 1-Physician providing physician services 2 days per month (collaboration with Bozeman Health)
- 1-Behavioral Health provider (LCPC) seeing patients 1 day/month (Billings Clinic Bozeman)

Q4 Volume Review:

- Total visits Q4: 624
- Total Unique Patients: 440
- Q4 volume down 13% YoY.
- November resulted in fewest encounters in 3-year period.

Q4 Financials:

- Operations produced a net loss of \$121,163.65
- Increased Locum utilization inflated labor expense
- Reduced patient volume driving revenue shortfall

2025 Year End Review

2025 Volume Total:

- Total visits 2025: 3540
- Total Unique Patients: 2102
- Q4 volume down 7.8% YoY
- 68.9% of total encounters are same-day appointments

2025 Financial Review:

Operations produced a net loss of \$195,425.40, improved by \$155,876 over 2024 (-\$351,303)

2025 Risk Share Request

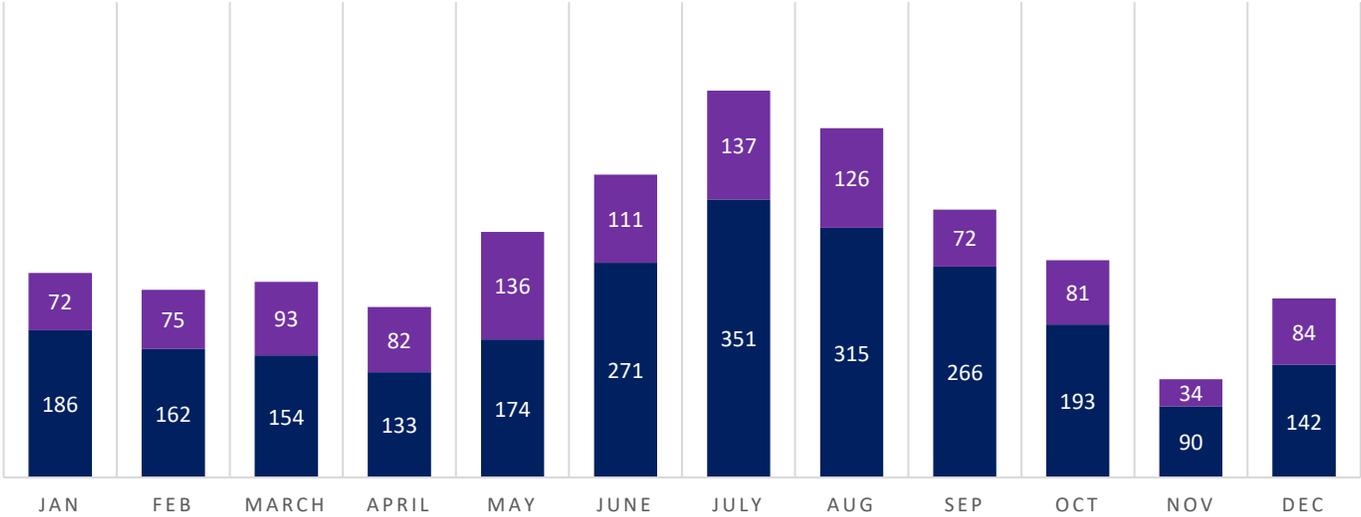
Per Sec. 8 of the Healthcare Services Agreement dated July 19th, 2022, Billings Clinic requests from the Town of West Yellowstone a risk share payment in the amount of \$195,425.40 to cover the financial shortfall incurred by the provision of clinic services.

Looking Ahead

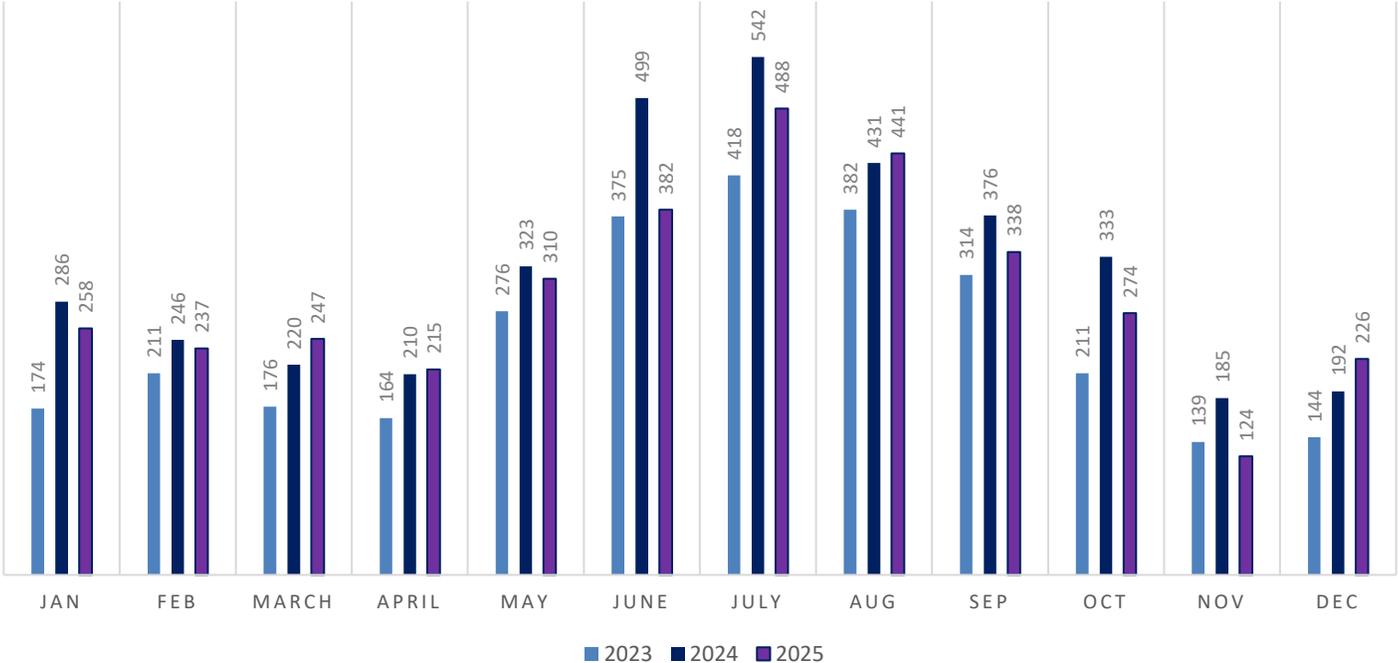
- Stabilizing provider coverage and reducing Locums expense
- Continuing investment in professional development for staff
- Investing in new vaccine refrigerator to improve drug storage capability
- Assessing capital project to improve compliance of physical environment
- Continuing to partner with the Town to sponsor local events

2025 VISIT VOLUMES

■ Same Day ■ Scheduled



ANNUAL VISIT COMPARISON

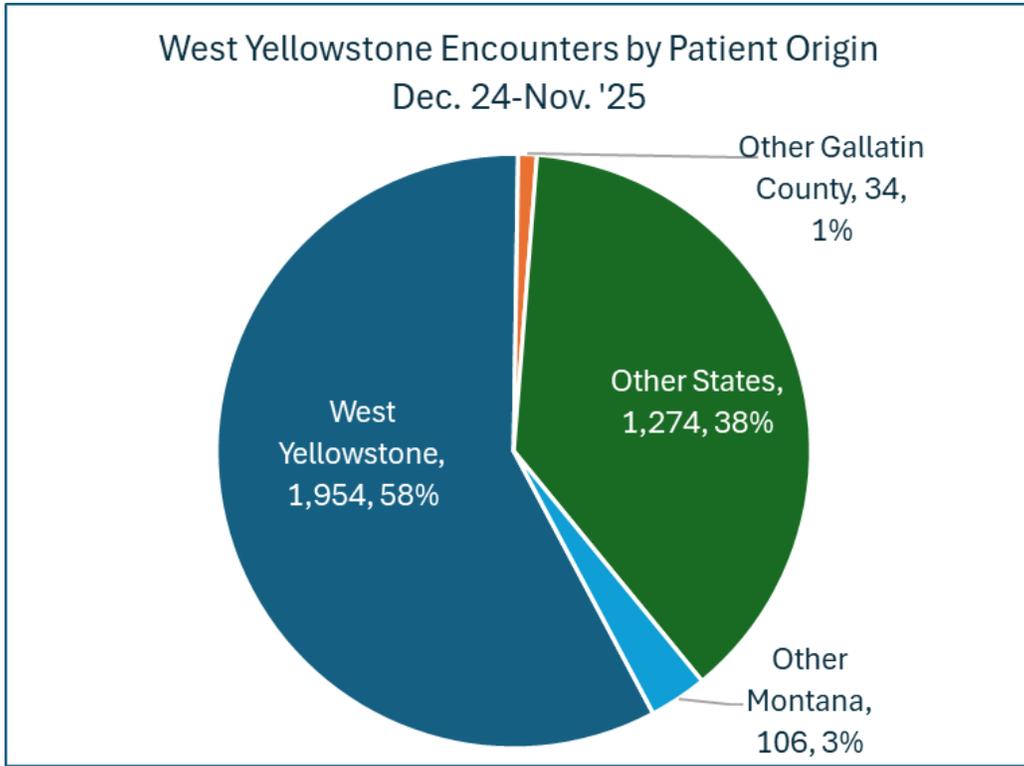


2025 Year End Preliminary Financials

	Q1	Q2	Q3	Q4	Total - 2025
REVENUE					
Outpatient Revenue	\$302,959	\$451,003	\$650,062	\$278,201	\$1,682,225
Total Patient Revenue	\$302,959	\$451,003	\$650,062	\$278,201	\$1,682,225
CONTRACTUAL & BAD DEBT					
Contractual	\$142,220	\$218,397	\$314,790	\$134,718	\$810,125
Charity	\$3,986	\$6,121	\$8,823	\$3,776	\$22,707
Bad Debt	\$2,389	\$3,640	\$5,246	\$2,245	\$13,521
Total Deductions	\$148,596	\$228,158	\$328,860	\$140,739	\$846,353
TOTAL NET PATIENT REVENUE	\$154,363	\$222,845	\$321,202	\$137,462	\$835,872
TOTAL OPERATING REVENUE	\$154,363	\$222,845	\$321,202	\$137,462	\$835,872
EXPENSE					
Total Salaries and Benefits	\$128,400.48	\$128,563.37	\$166,951.67	\$104,678.39	\$528,593.91
Contract Labor	\$0.00	\$8,021.24	\$50,418.80	\$61,304.03	\$119,744.07
Supplies/Drugs/Other Expenses	\$25,162.00	\$23,075.00	\$38,215.00	\$18,325.00	\$104,777.00
Repairs, Maintenance, Utilities	\$1,950.00	\$1,730.66	\$212.25	\$2,149.00	\$6,041.91
Advertise and Marketing (69100-69400)	\$0.00	\$185.00	\$1,686.00	\$500.00	\$2,371.00
Purchased Services	\$8,373.20	\$434.15	\$8,944.78	\$11,640.05	\$29,392.18
Education and Business Travel	\$1,443.03	\$2,165.84	\$3,176.47	\$1,661.00	\$8,446.34
Rents and Lease	\$3,000.00	\$3,000.00	\$3,000.00	\$4,200.00	\$13,200.00
Depreciation and Ammortization	\$2,720.00	\$660.00	\$660.00	\$660.00	\$4,700.00
Insurance	\$4,041.00	\$4,041.00	\$4,041.00	\$4,041.00	\$16,164.00
General and Administrative					
Central Services, Business Office, Support Svcs	\$35,775.29	\$35,775.29	\$35,775.29	\$35,775.29	\$143,101
IT, Licensing, Business Intelligence	\$13,691.57	\$13,691.57	\$13,691.57	\$13,691.57	\$54,766
TOTAL OPERATING EXPENSE	\$224,556.14	\$221,342.82	\$326,773.11	\$258,625.33	\$1,031,297
OPERATING INCOME (LOSS)	(\$70,192.89)	\$1,502.25	(\$5,571.11)	(\$121,163.65)	(\$195,425.40)
Capital:					
TOTAL SPEND					(\$195,425.40)

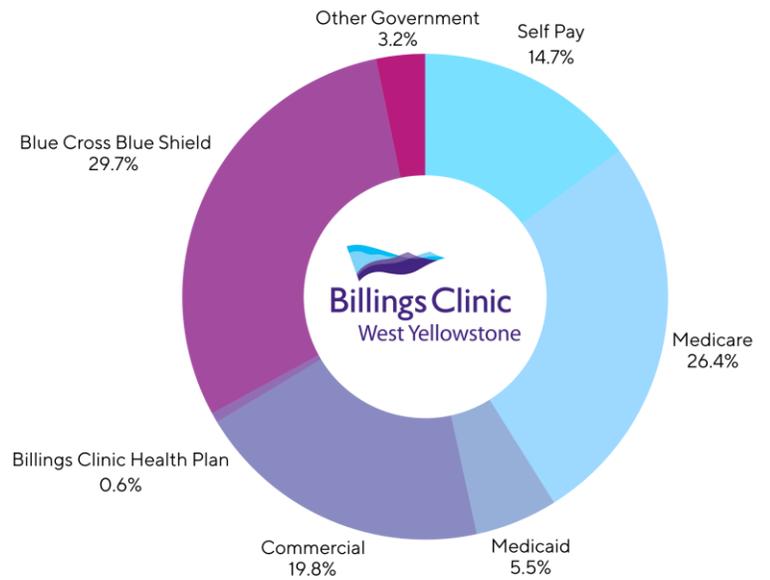
*Financials are preliminary and may not include all charges, expenses, or deductions until the final financial audit.

2025 Year End: Additional Data



2025 PAYER MIX

Category	CYTD 2025	CYTD %
Self Pay	\$ 247,850.63	14.73 %
Medicare	\$ 443,454.76	26.36 %
Medicaid	\$ 92,401.20	5.49 %
Commercial	\$ 332,848.57	19.79%
Billings Clinic Health Plan	\$ 10,873.80	0.65 %
Blue Cross Blue Shield	\$ 500,266.33	29.74 %
Other Government	\$ 54,530.08	3.24 %
TOTAL:	\$ 1,682,225.37	100%



2025 Year End: Additional Data (cont.)

2025 Patient Experience:

Patient experience focuses on delivering critical aspects of healthcare such as easy access to information and good communication with health care providers. Billings Clinic utilizes a standardized survey tool that allows national comparisons and can be used to fulfill regulatory requirements. Surveys are sent to eligible patients who have an office visit with a medical provider.

Clinic Overall Likely to Recommend

Unit	Current Month Top Box	Min	Target	Max	Distance to Target
West Yellowstone Clinic	90.0%	90.3%	90.5%	91.5%	0.5%

Clinic Overall Access

Questions	Unit	Current Month Top Box	Min	Target	Max	Distance to Target
Access Overall	West Yellowstone Clinic	89.2%	84.4%	85.0%	86.0%	-4.2%

Above Target

*"Top Box" indicates the best possible answer. We monitor the best possible answer to ensure that we have consistent communication processes in place for each and every patient.

INVOICE

Billings Clinic
PO Box 30357
Billings, MT 59107

ahickle@billingsclinic.org
+1 (406) 247-6571



Bill to

West Yellowstone
PO Box 1570
West Yellowstone, MT 59758

Invoice details

Invoice no.: HSA-CY2025
Invoice date: 02/11/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Healthcare Services Agreement #8	Risk Share portion CY2025	1	\$195,425.40	\$195,425.40
				Total	\$195,425.40



APPLICATION FOR BOARDS AND COMMITTEES

Name Brad Schmier Date 2/13/2026

Address 648 Grouse Court

City West Yellowstone State Mt Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 4066401241

E-Mail Address: bschmier@outlook.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 55 years

Board or Committee you are applying for: Health Care Services Advisory Board

Occupation: Retired

Employer: _____

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

If so, which board, and for how long? Town Council/12yrs, Cemetery Board/5yrs, Heath Services/2yrs

Past Memberships and Associations: _____

Current Memberships and Associations: _____

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

I was on this board in the past while a town council member.

What are your primary objectives for serving on this board? _____

Hoping to get more info on improving the availability of health care in our area.

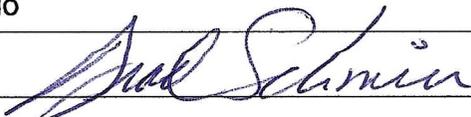
Be able to get more residents to use what we have available now.

References (Individual or Organization):

Jerry Johnson Phone: 4066407000

Travis Watt Phone: 4066400395

John Costello Phone: 4066401413

Signature:  Date: 2/13/2026

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

Health Care Services Advisory Board

NAME	DATE APPOINTED	TERM EXPIRES
Kyle Goltz (406) 646-4444 kgoltz@hotmail.com	7/21/15 4/16/19 4/5/22	7/21/18 4/16/22 4/5/26
Jennifer Jordan 646-7068 (W) 303-908-4196 (C) parksdept@outlook.com	8/4/15 4/16/19 4/5/22	8/4/18 4/16/22 4/5/26
Kenny Jones (307) 690-9562 kjones@kennyjonesphoto.com	2/16/21 6/18/24	2/16/24 6/18/27
Robin Eyman (206) 819-5840 robineyman@live.com	4/6/21 4/8/25	4/6/25 4/8/29
Greg Forsythe, Town Council Rep (406) 640-1555 (Cell) gforsythe2@wyellowstone.com	01/06/26	Concurrent w/ TC term
Shane Grube, Fire Chief (406) 640-0301 sgrube@hbrfd.com	4/6/21	Concurrent w/ employment

1 VACANCY

Revised 01/2026 - er

RESOLUTION No. 751

A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL EXPRESSING ITS INTENT TO CLARIFY THE STRUCTURE AND RESPONSIBILITIES OF THE HEALTHCARE SERVICES ADVISORY BOARD

WHEREAS, the Charter for the Town of West Yellowstone grants power to the Mayor to appoint, with the consent of the Town Council, boards, commissions, or committees as the Council deems necessary; and

WHEREAS, these bodies shall serve at the pleasure of the Council and exercise only those powers granted them by the Council through specific resolution or ordinance; and

WHEREAS, in March of 2004, the Town Council passed Resolution No. 451 designating a Health Services Board, and in November 2010 the Town Council passed Resolution No. 587 to clarify the structure and responsibilities of the board; and

WHEREAS, the Town Council wishes to create a Healthcare Services Advisory Board to replace the Health Services Board that was created by Resolutions No. 451 and No. 587 and update the structure and responsibilities of the board.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE:

1. The Mayor, with the approval of the Town Council, shall appoint seven members to the Healthcare Services Advisory Board.
2. The membership of the board shall include one representative from the Town Council, one representative from the Hebgen Basin Fire District, and five members from the community at large.
3. Each board member shall be appointed by the Mayor, subject to the consent of the Town Council, for a term of four years.
4. The Healthcare Services Advisory Board shall be charged with the following mission:

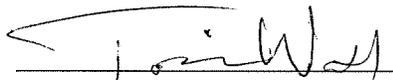
To identify and advise the West Yellowstone Town Council on healthcare needs and services for the community of West Yellowstone and to recommend appropriate actions to address identified needs and services.

5. The Healthcare Services Advisory Board shall operate under the following guidelines:
- A. The Healthcare Services Advisory Board shall be subject to the open meeting laws in the State of Montana. All meetings shall be properly noticed to the public.
 - B. The Healthcare Services Advisory Board shall adopt an organizational structure and establish by-laws and regulations for the conduct of business.
 - C. The Healthcare Services Advisory Board shall report on its activities to the Town Council on a quarterly basis at a regularly scheduled Town Council Meeting.
 - D. The Healthcare Services Advisory Board is advisory in nature and has no authority to seek funds or obligate Town funds or resources without prior authorization from the Town Council.

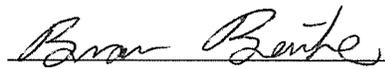
**PASSED AND ADOPTED BY THE TOWN COUNCIL AND APPROVED BY THE
MAYOR FOR THE TOWN OF WEST YELLOWSTONE
THIS 6th DAY OF APRIL 2021.**



Mayor Jerry Johnson



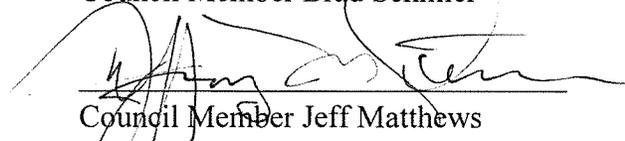
Council Member Travis Watt



Council Member Brian Benike

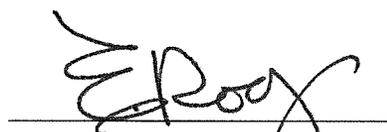


Council Member Brad Schmier



Council Member Jeff Matthews

ATTEST:



Town Clerk Elizabeth Roos



Business Improvement Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Kelli Hart*	1/23/24	1/23/28	kelli@freeheelandwheel.com
Carrie Coan**	10/18/22	10/18/26	ed@wyfmt.org
Marysue Costello**	2/21/23	2/20/27	marysuec43@gmail.com
Julia Wittmer*	3/18/25	3/17/29	juliawittmer23@gmail.com
Dashelle Boucher*	5/19/25	5/18/29	dashellepurcell@gmail.com

Jeff Mathews, Town Council – concurrent with term
Brian Benike to fill in for Jeff as of 01.06.2026

jmathews@townofwestyellowstone.com

Vacancy – WY Chamber of Commerce representative, ex-officio member
Vacancy – Business Owner

Staff Support – concurrent w/ employment

Jon Brown, Public Services Superintendent
Rachel Spence, Recreation Coordinator

jbrown@townofwestyellowstone.com
rspence@townofwestyellowstone.com

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

**4 positions – business owners*

***2 positions – community at large*

Updated 01.07.2026 - er

RESOLUTION NO. 816

A RESOLUTION ESTABLISHING A BUSINESS IMPROVEMENT ADVISORY BOARD AND PROVIDING FOR THE BOARD'S ADOPTION OF POLICIES AND PROCEDURES, STRUCTURE AND RESPONSIBILITIES

WHEREAS, the Charter for the Town of West Yellowstone authorizes the Mayor, with the consent of the Town Council, to appoint boards, commissions, or committees as necessary; and

WHEREAS, these bodies shall serve at the pleasure of the Council and exercise only those powers granted by the Council through specific resolution or ordinance; and

WHEREAS, in August 2008, the Town Council passed Resolution No. 538 creating the Downtown Improvement District and in October 2021, the Town Council passed Resolution No. 764 to update the structure and responsibilities of the board and change the name to the Business Improvement Advisory Board; and

WHEREAS, the Town Council desires to develop a strategic beautification plan for the commercial areas; and

WHEREAS, the Town Council wishes to proceed with the establishment of the Business Improvement Advisory Board and set general guidelines for its operation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE:

1. The Mayor and Town Council shall appoint seven members to the Business Improvement Advisory Board. Members of the board shall be residents of School District No. 69. A representative of the Chamber of Commerce shall serve as an ex-officio member of the board.
2. Membership of the board shall include one representative from the Town Council, four business owners, and two members from the community at large.
3. Each board member shall be appointed by the Mayor and Town Council, for a term of four years. Initial appointments may be shorter to provide for staggered terms. The Town Council Member that serves on the board shall serve a term concurrent with their town council term.
4. The Town Council hereby establishes a board to develop a strategic plan for the commercial areas and to address issues including but not limited to beautification, parking, signs, landscaping, garbage, recycling, public restrooms, and wayfinding. The board will make recommendations to the Town Council on these issues.

5. The Business Improvement Advisory Board shall operate under the following guidelines:
- A. The Business Improvement Advisory Board shall be subject to the open meeting laws in the State of Montana. All meetings shall be properly noticed to the public.
 - B. The Business Improvement Advisory Board shall adopt an organizational structure and establish by-laws and regulations for the conduct of business.
 - C. The Business Improvement Advisory Board shall report on its activities to the Town Council on a quarterly basis at a regularly scheduled Town Council Meeting.
 - D. The Business Improvement Advisory Board is advisory in nature and has no authority to seek funds or obligate Town funds or resources without prior authorization from the Town Council.

**PASSED BY THE TOWN COUNCIL FOR THE TOWN OF WEST
YELLOWSTONE THIS 18TH DAY OF FEBRUARY 2025.**



Mayor Jeff McBirnie



Council Member Travis Watt



Council Member Lisa Griffith



Council Member Brian Benike



Council Member Jeff Mathews

ATTEST:



Town Clerk Elizabeth Roos





February 24, 2026

Town of West Yellowstone
440 Yellowstone Avenue
West Yellowstone, MT 59758

**RE: Update to the Town of West Yellowstone Subdivision Regulations
2026 Scope Release 1 (SR26-01)**

Dear Mr. Walker,

Sunflower Peak Planning drafted a scope release for an update to the Town of West Yellowstone Subdivision Regulations to conform with the 2025 legislative updates. This estimate outlines the scope and budget for SR 2026-01.

I. Scope of Services

SR1 – Update to the Town of West Yellowstone Subdivision Regulations

This scope release is to work from the efforts of the 2021 Subdivision Regulation updates that were never adopted. The proposed project will update the local regulations into conformity with the 2025 Montana Subdivision and Platting Act requirements. It is expected that Town Staff would need to assist periodically throughout this project with the following items:

- Review drafts of documents as needed
- Attending Planning Board and Town Council Meetings

Sunflower Peak Planning does not expect that Town Staff will need to assist with any drafting nor presentations to the decision-making bodies.

The following items generally make up the Subdivision Regulation Update:

- Review of 2021 draft
 - Identifying areas of deficiency in 2021 draft with 2023 and 2025 updates
- Drafting new sections in conformity with updated legislation
- Identifying areas to increase ease of implementation
- Identify potential updates to the code to expedite review under statutory updates (Condos, Townhouses, BLRs on the 80-acres)

II. Schedule

Sunflower Peak Planning proposes to start our work as soon as authorized. Sunflower Peak Planning proposes a project completion at the end of January 2027. This is merely a proposed schedule and is not proposed to be binding. It is expected that the update will approximately follow the schedule below:

- First 4 months
 - Reviewing 2021 Draft
 - Researching additional updates from 2023 and 2025 Legislative Sessions
 - Drafting new code sections to address 2023 and 2025 sessions
- Final 5 months
 - Identifying areas of statutory provisions that allow for expediated review and the special application towards the 80-acres.
 - Initial drafts to both the Planning Board and Town Council for initial feedback.
 - Proposal is to submit a chapter at a time to not overwhelm the Council and Board. The expectation is that the subdivision regulations will be a 100+ pages and we can work through each chapter for absorption.
 - Addressing comments from Staff, Planning Board, and Town Council
 - Moving the updated regulation through the adoption process
 - Processing public comments
 - Presenting at meetings

III. Deliverables

Sunflower Peak Planning agrees to provide the Town of West Yellowstone the following deliverables:

1. A draft of the Subdivision Regulations proposed for Adoption.
2. A final copy of the Subdivision regulations in PDF and Word Format upon adoption by the Town Council.

IV. Budget

We propose to work on this project on a flat fee amount. Payment shall be in accordance with the existing Professional Services Contract with the Town. Sunflower Peak Planning plans to split the entire project cost and bill the set amount as a separate line item on the monthly invoice to the Town. This provides predictability to the Town and regardless of time spent or project length this amount will finalize one year from authorization at the total price in Table 1 below. The cost does include travel to and from meetings when Sunflower Peak Planning is able to be in person.

The below costs do not include any review fees, attorney fees, etc.

Item No.	Description	Hours Expected	Est. Cost
SR 2026-01	Subdivision Regulation Update	240	\$27,600.00

Table 1 – Summary of Proposed Budgets for Scope Release No. 1 (SR 2026-01)

Scope Release 1: Subdivision Regulation Update
RE: Update to the Town of West Yellowstone Subdivision Regulations
2026 Scope Release 1 (SR26-01)
February 24, 2026
Page 3 of 3

Thank you for the opportunity to provide you with an estimate for this project. Please let us know if you have any questions. If this proposal is acceptable, please sign below and return to our office as it will serve as our notice to proceed.

Thank you for this opportunity to continue serving West Yellowstone!

Sincerely,



Scott Hazelton AICP, CFM
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Town Authorized Representative

Date