

# Town of West Yellowstone

Tuesday, March 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.

## WORK SESSION – 5:00 PM

Union Pacific Dining Lodge, Mammoth Room	Discussion
80 Acres Preliminary Plat	Discussion

## TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Business License Applications: Lodgepole Cabins, 323 Hayden, nightly rental, resort tax bond waiver request

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

Town Manager & Staff Reports

Advisory Board Reports

**Public Hearing: Amended Variance Request, Parking Requirements for 124 N Electric Street CWH Montana LLC, lodging property commonly known as Sleepy Hollow**

## NEW BUSINESS

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Amended Variance Request, Parking Requirements for 124 N Electric Street	Discussion/Action
Outside Amplification Request, No Kings Rally, March 28, 2026	Discussion/Action
Marketing and Promotions Fund Award Recommendations	Discussion/Action
▪ West Yellowstone Festival, July 31-August 2, 2026, \$12,965.00	
▪ Wretched Mess Fest, September 11-12, 2026, \$15,000.00	
T Mobile Grant Application	Discussion/Action
Traffic Calming Project	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).



03/13/26  
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TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 3/26

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Report ID: AP100

For dates posted from 03/04/26 to 03/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53274		3241 Bridger Analytical Lab	330.00					
	2603233	03/13/26 Water Testing Fees	330.00		WATER	5210 430500	348	101000
53275		2264 MORNING GLORY COFFEE & TEA	46.25					
	081018	03/02/26 Dispatch coffee	46.25		DISP	1000 420160	220	101000
53276		2575 WY Tourism Business Improvement	16,674.30					
	02/28/26	Collections in Feb 26	16,674.30*		TBID	7202 411800	540	101000
53277		151 Gallatin County WY TS/Compost	249.00					
	02/28/26	Household waste	249.00		PARKS	1000 460430	534	101000
53278		2088 Town West Yellowstone	888.94					
	02/28/26	utility chrgs, Chamber, 895	80.17		BLDGS	1000 411257	340	101000
	02/28/26	utility chrgs, UPDL, 892	126.98		BLDGS	1000 411252	340	101000
	02/28/26	utility chrgs, PS Shops, 884	58.66		BLDGS	1000 411253	340	101000
	02/28/26	utility chrgs. Povah Ctr, 887	109.65		BLDGS	1000 411255	340	101000
	02/28/26	utility chrgs, Police Dept, 886	74.30		BLDGS	1000 411258	340	101000
	02/28/26	utility chrgs, City Park, 885	187.94		BLDGS	1000 411253	340	101000
	02/28/26	utility chrgs, Library, 891	59.17		LIBBLD	1000 411259	340	101000
	02/28/26	utility chrgs, Twn Hall, 921	192.07		TWNHAL	1000 411250	340	101000
53279	E	2673 First Bankcard	556.83					
	02/10/26	Training	75.00		FINADM	1000 410510	380	101000
	02/19/26	Supplies BuildingInspec	39.99		BULDIN	1000 420531	220	101000
	02/19/26	Supplies	53.29		FINADM	1000 410510	220	101000
	02/24/26	GusherHousingmeeting	239.55		LEGIS	1000 410100	220	101000
	02/27/26	Company Cam 1/26	149.00		STREET	1000 430200	220	101000
53280	E	2673 First Bankcard	2,267.75					
	02/02/26	Books	989.73		LIBRY	2220 460100	215	101000
	02/02/26	Supplies	214.28		LIBRY	2220 460100	220	101000
	02/03/26	Other Services	34.75*		LIBRY	2220 460100	398	101000
	02/04/26	MTLibraryAssocMetzer	60.00		LIBRY	2220 460100	335	101000
	02/04/26	MTLibraryAssocPowell	60.00		LIBRY	2220 460100	335	101000
	02/04/26	MTLibraryAssocDesrochers	60.00		LIBRY	2220 460100	335	101000
	03/04/26	MTLibraryAssocPowell	272.00		LIBRY	2220 460100	380	101000
	03/04/26	MTLibraryAssocMetzer	270.00		LIBRY	2220 460100	380	101000
	03/04/26	MTLibraryAssocDesrochers	292.00		LIBRY	2220 460100	380	101000
	03/04/26	Subscription	14.99		LIBRY	2220 460100	335	101000

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53281		2546 Century Link QCC	11.87					
	772813956	02/24/26 long dist chg 406-646-7600	11.87		DISPAT	1000 420160	345	101000
53282		73 Westmart Building Center	1,164.15					
	02/27/26	Street Supplies	464.47		STREET	1000 430200	220	101000
	02/27/26	Street EquipmentRepairs	27.30		STREET	1000 430200	369	101000
	02/27/26	StreetSmItemEquip	137.78*		STREET	1000 430200	212	101000
	02/27/26	Police Building	246.99		POLICE	1000 411258	366	101000
	02/27/26	Library	15.53		LIBRY	1000 411259	220	101000
	02/27/26	Town Hall Supplies	35.57		TWNHLL	1000 411250	220	101000
	02/27/26	Povah Building	45.58		POVAH	1000 411255	212	101000
	02/27/26	Parks Grounds	152.94		PARKS	1000 460430	365	101000
	02/27/26	Rec Sm Item Equip	37.99		REC	1000 460440	212	101000
53283		2952 DIS Technologies	926.62					
	18410	03/05/26 Monthly Managed IT	926.62		IT	1000 410580	355	101000
53284		2421 NAPA Auto Parts	382.86					
	02/28/26	Napa Supplies	253.26		STREET	1000 430200	220	101000
	02/28/26	Napa repairs Vehicle	-131.39		STREET	1000 430200	361	101000
	02/28/26	Napa Sm Item Equipmnt	186.04*		STREET	1000 430200	212	101000
	02/28/26	NAPA Fuel & Oil supplies	74.95		STREET	1000 430200	231	101000
53285	E	2673 First Bankcard	2,782.70					
	02/03/26	Supplies	208.09		POLICE	1000 420100	220	101000
	02/11/26	TraveltoVegasFlight	1,984.06		POLICE	1000 420100	370	101000
	02/19/26	Postage	18.20*		POLICE	1000 420100	311	101000
	02/25/26	Travel	421.35		POLICE	1000 420100	370	101000
	02/27/26	FlightVegas	91.00		POLICE	1000 420100	370	101000
	02/28/26	Parkingfortravel	60.00		POLICE	1000 420100	370	101000
53286		2558 Hebgen Basin Fire District	57,536.96					
	03/01/26	March 2026	49,753.67		FIRE	1000 420400	357	101000
	03/01/26	March 2026	7,783.29		FIRE	1000 420400	140	101000
53287	E	2673 First Bankcard	1,188.89					
	02/10/26	Training Supplies	149.00		SOCSEF	1000 450135	380	101000
	02/13/26	Canva Subscription	24.00*		HELP	7010 450135	220	101000
	02/17/26	Help Fund Supplies	417.83*		HELP	7010 450135	220	101000
	02/19/26	Help Fund Supplies	438.10*		HELP	7010 450135	220	101000
	02/22/26	Subscription	129.00		ADMIN	1000 410210	335	101000
	02/23/26	Rec Supplies	23.98*		REC	1000 460440	220	101000
	02/26/26	Returnofsupplies	-71.99*		REC	1000 460440	220	101000
	02/26/26	Rec Supplies	10.99*		REC	1000 460440	220	101000

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	02/26/26	Rec Supplies	19.99*		REC	1000 460440	220	101000
	02/27/26	Help Fund Supplies	35.00*		HELP	7010 450135	220	101000
	02/28/26	Social Services	12.99		SOCSEF	1000 450135	380	101000
53288		2952 DIS Technologies	740.00					
	18413 03/05/26	Monthly IT	740.00		IT	1000 420160	398	101000
53289	E	2673 First Bankcard	344.59					
	02/03/26	DispatchSupplies	13.99		DSPTCH	1000 420160	220	101000
	02/04/26	TransUnion bkgrndchecks	200.00		POLICE	1000 420100	398	101000
	02/13/26	DispatchSupplies	17.99		DSPTCH	1000 420160	220	101000
	02/16/26	AmericanAirTravel	35.00		DSPTCH	1000 420160	370	101000
	02/18/26	Travel expense Parkingfee	10.00		DSPTCH	1000 420160	370	101000
	02/19/26	Travel expense Parkingfee	10.00		DSPTCH	1000 420160	370	101000
	02/21/26	Fuel	22.61		DSPTCH	1000 420160	370	101000
	02/21/26	AmericanAirTravel	35.00		DSPTCH	1000 420160	370	101000
53290		2852 Blackfoot Communications	2,016.44					
	03/01/26	646-5106, fax soc svc	40.53		SOCSEF	1000 450135	345	101000
	03/01/26	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	03/01/26	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	03/01/26	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	03/01/26	646-7311, social services	20.20		SOCSEF	1000 450135	345	101000
	03/01/26	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	03/01/26	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	03/01/26	646-7609, public works	51.11		PUBSVC	1000 430200	345	101000
	03/01/26	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	03/01/26	646-7715, povah center	25.14		POVAH	1000 411255	345	101000
	03/01/26	646-7795, town hall	233.15		TWNHAL	1000 411250	345	101000
	03/01/26	646-7845, court clerk	30.31		COURT	1000 410360	345	101000
	03/01/26	646-9017, library	44.14		LIBRAR	2220 460100	345	101000
	03/01/26	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	03/01/26	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	03/01/26	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	03/01/26	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	03/01/26	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	03/01/26	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	03/01/26	602-4909, town hall judge	14.71		COURT	1000 410360	345	101000
	03/01/26	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	03/01/26	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	03/01/26	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	03/01/26	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	03/01/26	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	03/01/26	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	03/01/26	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000

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	03/01/26	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	03/01/26	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	03/01/26	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	03/01/26	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	03/01/26	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	03/01/26	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	03/01/26	6024044 Soc Ser Pantry	10.00		SOCSEER	1000 450135	345	101000
53291		3476 RSCI	855,685.71					
	18 02/28/26	WWTP Contractor Payment	855,685.71		WWTP	5320 430640	951	101000
53292	E	2964 CITI CARDS	396.37					
	02/17/26	HBonMadison TC	79.48		LEGIS	1000 410100	220	101000
	02/17/26	Food roundupTC	18.67		LEGIS	1000 410100	220	101000
	02/23/26	Supplies	168.22		ADMIN	1000 410210	220	101000
	03/01/26	Annual Membership	130.00		ADMIN	1000 410210	335	101000
53293		2 Forsgren Associates P.A.	18,916.00					
	126076 02/20/26	WWTP	18,916.00		WWTP	5320 430640	951	101000
53296	E	2323 Montana Department of Revenue	8,643.29					
	18 02/28/26	WWTP	8,643.29		WWTP	5320 430640	951	101000
53298		2845 Kasting, Kauffman & Mersen, PC	7,735.00					
	03/03/26	Legal Fees	7,735.00		LEGAL	1000 411100	352	101000
53299		3492 Triple S Cleaning and Remodeling	2,020.00					
	1312026 01/31/26	1.2026 Park Bathroom Cleanin	950.00		PARKS	1000 411253	357	101000
	1312026 01/31/26	1.2026 Bathroom Cleaning Sup	60.00		PARKS	1000 460430	220	101000
	342026 03/04/26	2.2026 Park Bathroom Clieaning	950.00		PARKS	1000 411253	357	101000
	342026 03/04/26	2.2026 Bathroom Clieaning Sup	60.00		PARKS	1000 460430	220	101000
53301		2546 Century Link QCC	403.33					
	776282708 03/01/26	Voice/Text2-911158435022	403.33		911	2850 420750	345	101000
53302		95 NorthWestern Energy	2,412.13					
	02/27/26	nat gas 4295437-0 UPDL	17.29		UPDH	1000 411252	344	101000
	02/27/26	nat gas 4295438-8 Police	15.38		POLBLD	1000 411258	344	101000
	02/27/26	nat gas 425439-6 WY BuldDept	114.15		STREET	1000 430200	344	101000
	02/27/26	nat gas 4295447-9 Povah	610.92		POVAH	1000 411255	344	101000
	02/27/26	nat gas 4295466-9 Library	302.34		LBRY	1000 411259	344	101000
	02/27/26	nat gas 4295628-4 OldFirehall	238.00		PARK	1000 460430	344	101000
	02/27/26	nat gas 4295822-3 Iris Lift St	30.08		SEWER	5310 430600	344	101000
	02/27/26	nat gas 4295935-3 Mad Add Sew	10.32		SEWER	5310 430600	344	101000
	02/27/26	nat gas 4295947-8 PW Shop	671.79		STREET	1000 430200	344	101000

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		02/27/26 nat gas 4295675-5 TwnHll	401.86		TWNHLL	1000 411250	344	101000
53303		266 Utilities Underground Location	1.78					
	6025388	02/28/26 excavation notifications	1.78		SEWER	5310 430600	357	101000
53304	E	2673 First Bankcard	202.95					
	02/11/26	Street Vehicle Repairs	202.95		STREET	1000 430200	361	101000
53305		3242 Fisher's Technology	100.72					
	1636101	02/27/26 MaintenanceAgreement	45.22		HELP	7010 450135	335	101000
	1637735	03/03/26 MaintenanceAgreement	55.50*		LIBRY	2220 460100	398	101000
53306		3524 Greater Yellowstone Cleaning	2,816.00					
	290	03/02/26 Town Hall Cleaning 2/2026	880.00		TWNHLL	1000 411250	357	101000
	290	03/02/26 Library Cleaning 2/2026	552.00		LIBRY	1000 411259	357	101000
	290	03/02/26 Povah Cleaning 2/2026	1,080.00		POVAH	1000 411255	350	101000
	290	03/02/26 Rendezvous Cleaning 2/2026	264.00		RENDEZ	1000 411256	350	101000
	290	03/02/26 Public Works Bathrooms 2/2026	40.00		PARKS	1000 411253	357	101000
53307	E	2789 WEX Bank	6,974.34					
	02/28/26	10 JD Backhoe 310SJ	331.28		STREET	1000 430200	231	101000
	02/28/26	91 Ford 6-582	146.80		STREET	1000 430200	231	101000
	02/28/26	Larue D55 SnowBlower	185.33		STREET	1000 430200	231	101000
	02/28/26	Case 821GS Loader 18337	1,026.31		STREET	1000 430200	231	101000
	02/28/26	14 Water Truck	0.00		STREET	1000 430200	231	101000
	02/28/26	2010 JD 772 Grader	1,207.53		STREET	1000 420100	231	101000
	02/28/26	92 SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	02/28/26	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	02/28/26	08 GMC Pickup 6-1484	73.70		STREET	1000 430200	231	101000
	02/28/26	JD Loader 624P	568.49		STREET	1000 430200	231	101000
	02/28/26	08 CAT 938H Loader	175.75		STREET	1000 430200	231	101000
	02/28/26	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	02/28/26	15 Ford F-250	161.36		STREET	1000 430200	231	101000
	02/28/26	18 2018 Dodge Ram-PW	0.00		STREET	1000 430200	231	101000
	02/28/26	18 Dodge Ram-Police	0.00		POLICE	1000 420100	231	101000
	02/28/26	19 Dodge Durango PD	295.23		POLICE	1000 420100	231	101000
	02/28/26	Multi-Use Vehicle - Sienna	71.44		DSPTCH	1000 420160	370	101000
	02/28/26	06 Dodge Durango 6-2010	0.00		STREET	1000 430200	231	101000
	02/28/26	Dumptruck	0.00		STREET	1000 430200	231	101000
	02/28/26	15 Sweeper 6-1151	75.46		STREET	1000 430200	231	101000
	02/28/26	'00 FL Dumptrk 6-60700A	210.89		STREET	1000 430200	231	101000
	02/28/26	'14 Ford Intercep	63.30		POLICE	1000 420100	231	101000
	02/28/26	PD Dodge Ram#1	0.00		POLICE	1000 420100	231	101000
	02/28/26	PD Dodge Ram#2	0.00		POLICE	1000 420100	231	101000
	02/28/26	01 Frht truck #140138	150.26		STREET	1000 430200	231	101000

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	02/28/26	01 Frht truck #240144	209.23		STREET	1000 430200	231	101000
	02/28/26	19 Dodge 5500	0.00		STREET	1000 430200	231	101000
	02/28/26	'17 Chevy 3/4 ton white	188.06		STREET	1000 430200	231	101000
	02/28/26	'13 Chevy 3500	0.00		STREET	1000 430200	231	101000
	02/28/26	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	02/28/26	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
	02/28/26	2022 Ford F-150 Police	290.11		POLICE	1000 420100	231	101000
	02/28/26	Tractor	110.83		STREET	1000 430200	231	101000
	02/28/26	2010 Ford Exped6-000046	59.46		HELP	7010 450135	231	101000
	02/28/26	SS Blower Green	45.93		STREET	1000 430200	231	101000
	02/28/26	24 Police F-150 #1 PD23502	231.81		POLICE	1000 420100	231	101000
	02/28/26	24 Police F-150 #2 PD63144	422.68		POLICE	1000 420100	231	101000
	02/28/26	Police F-150 Blue 64373	333.94		POLICE	1000 420100	231	101000
	02/28/26	25 Chevy 3500 Pickup 3835	339.16		STREET	1000 430200	231	101000
	02/28/26	17 Chevy 2500 5578	0.00		STREET	1000 430200	231	101000
53337		3324 Dan Walker	69.00					
	03/02/26	Mediation - Butte	69.00*		ADMIN	1000 410210	370	101000
53338		40 Jerry's Enterprises	61.61					
	021926-1	02/19/26 Gas Voucher	31.09		HELP	7010 450135	231	101000
	022626-1	02/26/26 Gas Voucher	30.52		HELP	7010 450135	231	101000
53339		135 Food Roundup	867.94					
	02/11/26	Food Bank Supplies	867.94*		HELP	7010 450135	220	101000
53340		3226 Peggy Russell	113.00					
	03/04/26	MRWS Conference	56.50		WATER	5210 430500	370	101000
	03/04/26	MRWS Conference	56.50		SEWER	5310 430600	370	101000
53341		3330 Sam Moldenhauer	113.00					
	03/05/26	MRWS Conference	56.50		WATER	5210 430500	370	101000
	03/05/26	MRWS Conference	56.50		SEWER	5310 430600	370	101000
53342		3370 Jon Brown	113.00					
	03/05/26	MRWS Conference	56.50		WATER	5210 430500	370	101000
	03/05/26	MRWS Conference	56.50		SEWER	5310 430600	370	101000
53343		3505 Quoc Nguyen	113.00					
	03/05/26	MRWS Conference	56.50		WATER	5210 430500	370	101000
	03/05/26	MRWS Conference	56.50		SEWER	5310 430600	370	101000

03/13/26  
12:15:19

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

Page: 7 of 9  
Report ID: AP100

For dates posted from 03/04/26 to 03/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53344		533 Market Place	1,247.91					
	02/03/26	SuppliesCareofPrisoners	28.85		POLICE	1000 420230	220	101000
	02/09/26	Food bank supplies	631.27*		HELP	7010 450135	220	101000
	02/24/26	Food bank supplies	587.79*		HELP	7010 450135	220	101000
53345		3236 Nubia Allen	225.00					
	03/03/26	Interpreter Services	225.00		COURT	1000 410360	350	101000
53346		999999 BRITTANY CALVERTHOOD	500.00					
	03/05/26	Exonerated Bond-Perkins	500.00		COURT	7469 212401		101000
53347		3523 Sunflower Peak Planning	6,162.50					
	WYM26-002 03/02/26	ProfessionalServices 80Acre	603.75*		80ACRE	4030 430630	354	101000
	WYM26-002 03/02/26	ProfessionalServices ParksP	3,000.00		PARKS	1000 460430	357	101000
	WYM26-002 03/02/26	ProfessionalServices	2,558.75*		PLNNG	1000 411000	354	101000
53348		3008 Liz Roos	69.99					
	03/06/26	AnnualSubscriptAdobeIpad	69.99		ADMIN	1000 410210	220	101000
53349	E	2088 Town West Yellowstone	1.00					
	03/05/26	OverpymntPayGovFeesMitchell	1.00		COURT	1000 351033		101000
53350		2491 MMIA	1,500.00					
	DR1005878 02/27/26	SewerBckupMooseCrkInnOct25	1,500.00*		MMIA	1000 510330	513	101000
53351		547 WY Chamber of Commerce	1,997.25					
	26-05 01/21/26	YellowstoneSkyFestival26-05	1,997.25		MAP	2101 410130	398	101000
53352		2099 Quick Print of West Yellowstone	63.76					
	21798 02/10/26	Stickerfortrashcans	25.00		STREET	1000 430200	220	101000
	21861 02/27/26	Supplies	38.76		STREET	1000 430200	220	101000
53353		2822 Montana Drains LLC/Clear Blu	2,350.00					
	4589 03/11/26	Jet MainLine	2,350.00		SEWER	5310 430600	357	101000
53354		379 Energy Laboratories, Inc	149.00					
	771902 03/10/26	Water Testing fees	149.00		WATER	5210 430500	348	101000
53355		3413 Yellowstone Towing & Repair	642.08					
	7380 03/02/26	Repairs Vehicle	642.08		STREET	1000 430200	361	101000

03/13/26  
12:15:19

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

Page: 8 of 9  
Report ID: AP100

For dates posted from 03/04/26 to 03/13/26  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
53356		764 General Distributing Co.	83.78						
	1608656	02/28/26 Welding Supplies	83.78		STREET	1000 430200	231	101000	
53357		254 Firehole Fill Up/Economart	24.99						
	02/28/26	Propane	24.99		STREET	1000 430200	231	101000	
53358		1387 MONTANA RURAL WATER SYSTEMS	350.00						
	1247	03/04/26 2026MembershipDues	350.00		WATER	5210 430500	335	101000	
53359		3245 4 Corners Recycling LLC	613.65						
	5908	02/28/26 Recycling Pull Fees	613.65		PARKS	1000 460430	534	101000	
53360		1142 Midwest Welding & Machine, Inc.	1,648.00						
	26163	03/04/26 WingKitPro	600.00		STREET	1000 430200	361	101000	
	26163-2	03/04/26 WingKitPro	1,048.00		STREET	1000 430200	361	101000	
53361		3527 Torgerson's Equipment	408.00						
	P43435	02/04/26 Charger	408.00*		STREET	1000 430200	212	101000	
53362		3505 Quoc Nguyen	164.95						
	03/03/26	Boots	164.95*		STREET	1000 430200	226	101000	
53363		3350 Mid-American Research Chemical	758.18						
	0872674	03/06/26 Supplies	758.18		STREET	1000 430200	220	101000	
53364		2937 CINTAS First Aid & Safety	962.14						
	5322595602	03/09/26 First Aide Supplies	585.75		STREET	1000 430200	220	101000	
	5322595601	03/09/26 First Aide Supplies	376.39		STREET	1000 430200	220	101000	
53365		3560 BMW of Henderson	200.00						
	03/03/26	RentalVehicleTire/Training	200.00		POLICE	1000 420100	870	101000	
53366		497 MT Dept Environmental Quality	3,000.00						
	5L2601470	03/03/26 AnnualOutfallCharge	3,000.00		SEWER	5310 430640	870	101000	
53367		3398 CentralSquare Technologies, LLC	3,275.24						
	Q-254418	03/01/26 911renewallicenses	3,275.24*		911	2850 420750	398	101000	
		<b># of Claims</b>	<b>61</b>	<b>Total:</b>					<b>1022,263.74</b>
<b>Total Electronic Claims</b>			<b>23,358.71</b>	<b>Total Non-Electronic Claims</b>			<b>998905.03</b>		

03/13/26  
12:15:19

TOWN OF WEST YELLOWSTONE  
Fund Summary for Claims  
For the Accounting Period: 3/26

Page: 9 of 9  
Report ID: AP110

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<b>Fund/Account</b>	<b>Amount</b>
1000 General Fund	
101000 CASH	102,891.76
2101 Marketing & Promotions (MAP)	
101000 CASH	1,997.25
2220 Library	
101000 CASH	2,669.59
2850 911 Emergency	
101000 CASH	3,759.63
4030 80-acre Development	
101000 CASH	603.75
5210 Water Operating Fund	
101000 CASH	1,055.00
5310 Sewer Operating Fund	
101000 CASH	5,699.24
5320 Sewer Replacement Depreciation Fund	
101000 CASH	883,245.00
7010 Social Services/Help Fund	
101000 CASH	3,168.22
7202 TBID Agency Fund	
101000 CASH	16,674.30
7469 City Court - Judge Jent	
101000 CASH	500.00
<b>Total:</b>	<b>1,022,263.74</b>



# Town of West Yellowstone Business License Application

Business Name: Worth It Enterprises, Inc. DBA: Lodgepole Cabins  
 Applicant: Jeff & Karen McBirnie  
 Contact Person: Jeff McBirnie  
 Mailing Address: P.O. Box 1716  
 Physical Address of Business: 323 Hayden St. West Yellowstone, MT 59758  
 Phone Number: 360-850-3466 Fax Number: \_\_\_\_\_  
 Email Address: bt3vex@gmail.com Website: \_\_\_\_\_

Signature of Property Owner of Record: 

Subdivision: MADISON ADD, S27, T13 S, R05 E, ACRES 0.282, PLAT J-160  
 Block: BLOCK 6 Lot: Lot 2A

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.

Short Term Overnight Rentals (1 Unit - Sleeps 3) 1 King Bed, 1 Pullout sofa

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

  
 Signature of Applicant  
 \_\_\_\_\_  
 Signature of Applicant  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date

<b>FOR OFFICE USE ONLY</b>			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____
Date <u>3/4/26</u>	Check # <u>6330</u>	Amount \$ <u>50.00</u>	License # _____
SCN _____	BLP _____	STX _____	RDX _____

## Elizabeth Roos

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**From:** Jeff McBirnie <bt3vex@gmail.com>  
**Sent:** Wednesday, March 4, 2026 5:44 PM  
**To:** Elizabeth Roos  
**Subject:** Resort Tax Waiver

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

We would like to waive the required resort tax bond for my overnight rental business license application.

Thanks,

Jeff & Karen McBirnie

**Town of West Yellowstone**  
**Town Council Meeting**  
**March 3, 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, Interim Chief of Police Corey White, Town Attorney Jane Mersen by Zoom

The meeting is called to order by 2026 Mayor Travis Watt at 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

**Public Comment Period**

No public comments are received.

**Council Comments**

Council Member Julia Wittmer thanks everyone for the opportunity to serve on the Council and wishes Jeff Mathews well. Benike thanks Jon Brown for his efforts to maintain the streets. Mayor Watt announces that both of the high school basketball teams, boys and girls, won their challenge games and qualified for the State tournament. Watt also announces the Rendezvous Ski Race and Octane Addictions Snowmobile Rodeo events this weekend. He also mentions the funeral for Jerry Schmier, a long-time resident and business owner, is tomorrow at the LDS Church.

**Presentation: West Yellowstone Foundation Transit Program Outcome Report**

Carrie Coan, Executive Director for the West Yellowstone Foundation introduces herself for the benefit of the new council members. She explains that the West Yellowstone Foundation provides public transit, scholarships, community grants, fiscal sponsorships, and endowments in West Yellowstone. They focus on other needs as they arise including mental health, affordable housing, and the Wretched Mess Fest. She explains that the public transit program partners and collaborators in part by the Town, Montana Department of Transportation, Gallatin County, the Public Library and the West Yellowstone School, and the Social Services Department. She explains that they provide transportation to the West Yellowstone Community since 1994 for needs that range from doctor appointments, DMV or drivers licensing, shopping, and even one-way car purchases. She notes that their fleet includes 4 vehicles that allow them to provide the service with reliable vehicles. They travel from West to Bozeman/Belgrade/Big Sky on Tuesdays and Thursdays. During the summer season, they travel to Rexburg and Idaho Falls on Wednesdays. They do provide travel to the airport for \$50, but there is a coupon available for residents with valid identifications. All other rides are only \$10. Coan describes a typical day on the bus and the schedule. She also describes the program management as required by Montana Department of Transportation, which is fairly specific and intense. Coan also describes the typical cost to operate the program, which totals down to approximately \$1000 per day. She says that in FY 2025, ridership was up and they are currently having the busiest winter they have ever had. She says they get frequent requests to add more days and it has been amazing to see the program grow. She thanks the Town for supporting the program and the impact it has on the community.

Forsythe asks if they are going to start the expansion of the building this year. Coan responds that they have applied to expand the footprint and must wait until July to find out if the additional funding will be approved, but they are optimistic that it will be approved. They hope to start the project in the spring of 2027.

**ACTION TAKEN**

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- 1) Motion carried to appoint Julia Wittmer to serve on the Town Council. (Forsythe, Benike)
- 2) Motion carried to approve Purchase Order #7111 to Pine Cove Consulting for Verkada building access controls for \$53,620.68. (Benike, Wittmer)

- 3) Motion carried to approve Purchase Order #7112 to Asphalt Systems, Inc. to seal coat the Madison Addition this summer for \$103,900.00. (Benike, Forsythe)
- 4) Motion carried to approve the claims, which total \$346,970.98. (Benike, Forsythe)
- 5) Motion carried to approve the minutes of the February 17, 2026 Town Council Meeting. (Benike, Forsythe)
- 6) Motion carried to confirm the appointment of Corey White as a police officer for the Town of West Yellowstone. (Benike, Wittmer)
- 7) Motion carried to approve the risk share payment for 2025 for \$195,425.40 for Billings Clinic. (Wittmer, Forsythe)
- 8) Motion carried to appoint Brad Schmier to the Health Care Services Advisory Board for a term of three years. (Forsythe, Wittmer)
- 9) Motion carried to replace Brian Benike/Jeff Mathews with Julia Wittmer to serve as the Town Council Representative on the Business Improvement Advisory Board. (Benike, Watt)
- 10) Motion carried to accept the proposal from Scott Hazelton of Sunflower Peak Planning to update the Town of West Yellowstone Subdivision Regulations not to exceed a cost of \$27,600.00. (Benike, Wittmer)

## **DISCUSSION**

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- 1) Walker explains that this appointment is to fill the remainder of Jeff Mathew's term through 12/31/2027. Town Clerk Liz Roos administers the oath of office for Wittmer.
- 2) Thompson clarifies that these quotes are for installation as well as ten-years of support and service.
- 3) Walker explains that this product is proprietary and they are the sole source provider so the project does not have to be bid. Thompson explains that this is the company that did the seal coat two years ago and they preferred it to the product that was used last year.
- 4) Wittmer asks about the payment to Billings Clinic and if it is for the entire year. Watt responds that it is and they will discuss that payment later in the meeting.
- 7) Mayor Watt invites Becky Goltz of Billings Clinic to address the Council. Goltz explains that in January they presented to the Health Care Services Advisory Board. The quarterly report was distributed at that meeting and shared with the Council. She asks the Council if they have any questions. Watt asks about the lower numbers in the 4<sup>th</sup> quarter of 2025. Goltz responds that they think that was caused by the short closure of the park and lack of snow and snow activities. Goltz announces that they did hire a new full-time provider, Kalen Gunter, who started the end of January. She adds that they have multiple physicians coming into the clinic every week and as they work out the schedules there should be an opportunity to see a physician every week. She explains that the risk share portion that they are requesting based on the agreement Billings Clinic has with the Town is \$195,425.40.
- 10) Walker explains the project, which is to update the regulations that were last updated in the 1980s and bring them into compliance with recent state legislative changes and the zoning code. Walker says Hazelton is working on several other projects so this will likely not be completed until January of 2027. Walker says that Hazelton understands that this is an important update that they need to complete. Hazelton explains that the State dictates a lot of what can be included in subdivision regulations which means the

Town has less discretion, but they will start working on this project as time allows. The sections will go before the Planning Board first and then to the Council.

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker congratulates the high school basketball teams on their success. He reports that they will have a work session in April to discuss development of the 80 acres. He says they have observed that they will need to add a new street along the western boundary of the Town. The new street will likely be named with a word that starts with the letter "J." He suggests the Council give that some thought and consider how to assign that name. Town Clerk Liz Roos suggests that they also consider renaming the parkways in alphabetical order rather than just assigning them as "A, B, C and D." He reminds the Council of the open house for the Parks Master Plan next week, March 11. They are planning to interview for police officers in the near future. He also mentions that they intend to post the position of Chief of Police internally next week. He mentions upcoming work sessions. He says that he will be attending the MSU Local Government Executive Forum in Livingston later this week and then mediation in Butte next Monday regarding the Moonrise lawsuit.

The meeting is adjourned at 8:00 PM.

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Mayor

ATTEST:

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Town Clerk

## Public works report

March 9<sup>th</sup> thru 12<sup>th</sup>

RSCI contractors are working on the following. W-3 water installation lines and Grundfos high output water pump system, UV disinfection, pin valley sludge dewatering pumps installation, piping system going to the dewatering building. Internal security cameras, lighting and PLC wiring connections.

Digester aeration piping and grid systems also commissioned the first piece of equipment in the head works building, the lake side grit removal system staff received extensive training.

Bac tee water samples were taken and delivered to Bridger labs in Belgrade for analysis, came back non- detect for E-coli and total coliform bacteria.

Wastewater sampling submitted to IAS labs in Pocatello for analysis.

Public works crews have been out repairing potholes throughout Town and

Removing the final layer of snow on the roadways.

Working with TD& H engineers on the 80-acer design for storm drains issues and water and valve locations and sewer lines, street layout and alley ways and wastewater I/P cells for the future growth at the wastewater facility.

Working with the lighting contractors to install the next addition of street lighting project, scheduling traffic control procedures and where we want them to start.

Finishing up the police station office addition, giving Bridger built a punch list of concerns so they can correct them and get this project finished.

We had power outages on Thursday due to high winds that raised problems with the electrical variable frequency drives {VFD} in the iris lift pump station in burned out one pumping control system, so we only have one pump working at this time public works called in sweet electric to help diagnose the issue we are currently trying to find electrical components to repair this issue. I have emergency staff watching this closely.

Please let me know if you have any questions.

Thank you,

Jon Brown

**From:** [Dan Walker](#)  
**To:** [Elizabeth Roos](#)  
**Subject:** FW: Bullet points 3/13/2026  
**Date:** Friday, March 13, 2026 2:47:36 PM  
**Attachments:** [image001.png](#)

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**From:** Kyle Tanner <[ktanner@townofwestyellowstone.com](mailto:ktanner@townofwestyellowstone.com)>  
**Sent:** Friday, March 13, 2026 11:51 AM  
**To:** Jon Brown <[jbrown@townofwestyellowstone.com](mailto:jbrown@townofwestyellowstone.com)>; Dan Walker <[dwalker@townofwestyellowstone.com](mailto:dwalker@townofwestyellowstone.com)>  
**Subject:** Bullet points 3/13/2026

Bullet points 3/13/2026

- #1 Expo set up and tear down inspections/ problem solving.
- #2 Expo road barricades and cones .
- #3 Ski race road closures and signs made.
- #4 Sewer plant inspections .
- # 5 Sewer plant training for grit removal.
- #6 Police office inspections.
- #7 80 acre meeting.
- #8 BIAB meeting.
- #9 Plow truck dropped off and parts picked up in Bozeman.
- #10 Sewer emergency at lift station #2 electrical damage from fall river power surge.
- #11 Inspection walkthrough grey wolf hotel remodel.



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

[Ktanner@townofwestyellowstone.com](mailto:Ktanner@townofwestyellowstone.com)

Cell # 406-640-0141



MARCH 13, 2026

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TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- Posted the position of Chief of Police internally. Applications will be accepted from internal candidates through March 20, 2026.
- Met twice to work through our zoning permit and Development Review Group (DRG) process. We are working on improving the application process and separating residential and commercial applications.
- Prepared payroll for March 6 and the Town Council Agenda & Packet for March 17, 2026.
- Wolverine Basketball! Both the girls and boys teams qualified for the state tournament and we are off to Missoula this weekend. This is the first time the boys team has ever qualified for state and only the third time for the girls. There are 97 Class C schools in Montana, so the fact that we made the top 8 in both divisions is truly remarkable. A Class C school has less than 100 students in the high school. By contrast, a AA school has over 100 students. There are only 12 AA schools in Montana.



# TOWN OF WEST YELLOWSTONE

## PUBLIC HEARING

### Amended Variance Request

### Parking Requirements, 124 N Electric Street

NOTICE IS HEREBY GIVEN that the West Yellowstone Town Council, serving as the Board of Adjustments, will conduct a Public Hearing **March 17, 2026** at the West Yellowstone Town Hall and virtually by Zoom, Meeting ID 893 834 1297. The purpose of the public hearing will be to consider variance requests from Section 17.37.100 (E), and 17.37.110 of the West Yellowstone Municipal Code made by CWH Montana LLC for 124 N Electric Street, a lodging property commonly known as Sleepy Hollow. The property is located in the B-3, Central Business District, of the Town of West Yellowstone. The request is to allow two variances: a reduction of the total number of required parking spaces, and waiver of the requirement that 80% of parking spaces be located on-site for a hotel. The request is to reduce the amount of parking required to 7 spots that will be provided on site and pay the parking in lieu fee for the additionally required 9 spaces.

The public hearing will be held during the regular Town Council Meeting which begins at 7:00 PM. The meeting will take place in West Yellowstone, MT, at which time oral testimony will be taken from the public in person, in writing, or by Zoom. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, 440 Yellowstone Avenue, by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). For further information contact the Town Clerk at (406) 646-7795.

Elizabeth Roos  
Town Clerk



Town Council  
West Yellowstone  
440 Yellowstone Avenue  
PO Box 1570  
West Yellowstone, MT 59758

February 23, 2026

**RE: 124 N. Electric Street – Zoning Variance Application**

Dear Town Council,

Thank you for giving me the opportunity to present at the Town Council meeting on November 4th, 2025 regarding onsite parking at 124 N. Electric Street (formerly known as The Sleepy Hollow). Based on feedback from that meeting, and engagement with Scott Hazelton and Dan Walker, we are submitting a new parking plan for your review.

Per the most recent town zoning code, the property requires 16 parking spots (14 for the hotel and 2 for the residence). Due to the original layout and tight courtyard of this 75-year old property, the historic structures do not conform to the current parking requirement. To increase the onsite parking, we are proposing the following measures:

- Demolition of the southwest structure on the property and adding four spaces.
- Adding a new parking spot along Electric Street that is accessed by pulling through from the alley.
- Re-working the onsite utilities to add an additional spot to the already-proposed spot between the main structure and adjacent structure on the alley side.

These changes increase our proposed parking from one spot to seven.

Additionally, while we know that it does not count toward our onsite number, we are also proposing to move the property's propane tank located on the city-owned lot west of the property, removing the vegetation, and grading the area so that additional public parking can be made available. This would produce at least three additional spots and more flexibility for the town to use the land around the propane tank in the future.

Finally, while we understand this does not count towards our property's parking requirement per the letter of the code, the immediate street parking adjacent to the property can hold a minimum of nine vehicles (five on the alley and at least four on Electric Street). We hope the combination of our efforts plus the existing street parking adds up to a good faith demonstration that we are reasonably trying to satisfy the spirit of the code given the unique historic constraints at the property.

As we look toward the future, we are also mindful of upcoming changes in state law, specifically HB 492, which contain parking-reducing provisions around vacant buildings

and residences. While we recognize this legislation is not yet in effect, we believe that establishing a collaborative, locally driven solution now—before state-level mandates potentially take over—is the best path forward. We would much rather work proactively with the Council today to reach a compromise that fits West Yellowstone's unique character and brings this property back online after several years of neglect and decay.

With the approval of a parking variance, we will complete the renovation of the property, begin hiring staff, and open for business as soon as this coming summer. We thank you for your feedback and ongoing dialogue. We are excited to bring this historic property back to life in the near future.

Sincerely,

Ryan Callahan

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Callahan', written over a horizontal line.

Ryan Callahan  
Proprietor, 124 North Electric Street



# Staff Report

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

## BOARD OF ADJUSTMENTS

<b><u>Report Date:</u></b>	<b>March 10, 2026</b>
<b><u>Meeting Date:</u></b>	<b>March 17<sup>th</sup>, 2026 @ 7:00 p.m.</b>
<b><u>Petitioner(s):</u></b>	<b>Ryan Callahan, Hotel Parking Requirements</b>
<b><u>Staff:</u></b>	<b>Scott Hazelton AICP, CFM</b>
<b><u>Zoning:</u></b>	<b>B-3 Central Business District</b>
<b><u>Address:</u></b>	<b>124 N. Electric St. West Yellowstone, MT 59758</b>
<b><u>Legal Description:</u></b>	<b>WEST YELLOWSTONE ORIGINAL PLAT, S34, T13 S, R05 E, BLOCK 18, Lot 7, ACRES 0.344</b>
<b><u>Assessor Code(s):</u></b>	<b>00RRG16800</b>
<b><u>Geocode(s):</u></b>	<b>06-0062-34-2-15-05-0000</b>
<b><u>Submitted Materials:</u></b>	<b>Application, Site Plan, and Narrative</b>

## OVERVIEW

The petitioner, Ryan Callahan, seeks approval of one of two separate variance request in the B-3 Central Business Zoning District. The variances are aimed at reducing the amount of parking required to allow for the rehabilitation of the Sleepy Hollow Motel. The property is not legally non-conforming as it has been out of use for over 12-months. The applicant submitted a narrative, variance application, and a site plan proposing seven (7) off-street parking stalls. Title 17 Chapter 37 of the West Yellowstone Municipal Code requires fourteen (14) parking spaces for the proposed motel use and an additional two (2) spaces for the proposed residential use. Therefore the applicant must provide sixteen (16) parking spaces. As the project is in the B-3 District the 80% reduction for hotels does come into effect, meaning the applicant only needs to provide thirteen (13) parking spaces.

According to Town Records and the applicant's submission the motel and residential uses were built prior to zoning in 1950. The site contains several public health and safety concerns related to the wastewater and water conditions on the property.

The applicant is proposing two separate variances. If the Board of Adjustments grants either of the two variances the applicant would be able to address the wastewater and water concerns, place seven (7) off-street parking places, and work towards re-opening the Sleepy Hollow Motel.

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

This application is for variance from the following sections of the Town of West Yellowstone Municipal Code:

- 17.37.100(E) Total Parking Requirement

- 17.37.110 On-Site Parking Percentage

## EVALUATION

Staff provides their evaluation of the review criteria for the Board of Adjustments 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 Board the variance requests are evaluated one at a time presenting first what the applicant has stated followed by staff comments.

### Variance Request #1: Variance from 17.37.100(E) Total Parking Requirement

#### Review Criteria: 17.50.030(F)(1-4)

1. Does the physical makeup of the subject parcel presents a hardship outside of the applicant's control?
  - a. Applicant Response: The parcel's small size, existing structures, and historic development make compliance with modern parking ratios physically impossible without demolition.
  - b. *Staff Evaluation: Staff finds that strict adherence to the code requiring the removal of structures is a strong indicator of a hardship. The applicant has proposed to demolish a structure to provide some level of parking on the property.*
2. Does the hardship result from a lack of due diligence during the purchase period.?
  - a. Applicant Response: The Applicant's review at purchase confirmed the impossibility of meeting current ratios. The hardship is inherent in the property's size and layout, not from inadequate research.
  - b. *Staff Evaluation: There is a possibility that the applicant could have discovered that there was inadequate parking on the parcel. However, the applicant has provided additional research and work to attempt to fix the issues with parking.*
3. Does the hardship result from the actions of the applicant?
  - a. Applicant Response: The Applicant has not reduced or eliminated parking space; rather, the parcel has always lacked required parking under today's code.
  - b. *Staff Evaluation: The proposal to rehabilitate the property to its prior condition does not seem to rise to the level of the applicant proposing to have created the hardship on the property.*
4. Does the variance function as a rezone of the property?
  - a. Applicant Response: The request is limited to parking standards. The underlying zoning remains intact.
  - b. *Staff Evaluation: The proposed variance of the applicant would not function as a rezone.*

### Variance Request #2: Variance from 17.37.110 On-Site Parking Percentage

#### Review Criteria: 17.50.030(F)(1-4)

1. Does the physical makeup of the subject parcel presents a hardship outside of the applicant's control?
  - a. Applicant Response: The parcel cannot accommodate 80% of calculated parking onsite due to building coverage and lot size. This limitation is structural and not applicant-created.
  - b. *Staff Evaluation: Staff finds that strict adherence to the code requiring the removal of structures is a strong indicator of a hardship. The applicant has proposed to demolish a structure to provide some level of parking on the property.*
2. Does the hardship result from a lack of due diligence during the purchase period.?
  - a. Applicant Response: The Applicant was aware of the parking deficiency but also identified feasible off-site mitigation. The hardship exists regardless of diligence.

- b. Staff Evaluation: There is a possibility that the applicant could have discovered that there was inadequate parking on the parcel. However, the applicant has provided additional research and work to attempt to fix the issues with parking.*
- 3. Does the hardship result from the actions of the applicant?
  - a. Applicant Response: The Applicant has taken steps to increase parking availability, including creating 2 onsite spaces and funding 7 public spaces. The hardship stems from the lot itself.
  - b. Staff Evaluation: The proposal to rehabilitate the property to its prior condition does not seem to rise to the level of the applicant proposing to have created the hardship on the property.*
- 4. Does the variance function as a rezone of the property?
  - a. Applicant Response: The request does not alter permitted uses or zoning classification, but only adjusts parking compliance requirements.
  - b. Staff Evaluation: The proposed variance would not function as a rezone.*

### **17.50.060: APPROVAL**

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

- A. Such modifications will not be inconsistent with the intent and purpose of this title and/or any adopted growth policy.
- B. That strict compliance with the provisions of this title would create unnecessary hardship or unreasonable situation on a particular property due to unusual or extreme topography, unusual shape of the property, or the prevalence of similar conditions in the immediate vicinity of the property
- C. That such modifications will have minimal adverse effect on abutting properties or the permitted uses thereof.
- D. That the lawful conditions stated in the approval are deemed necessary to protect the public health, safety and general welfare.

### **FINDINGS**

Staff has determined that the submitted application and its supporting documentation generally comply with the variance review criteria. The Board of Adjustment should review the application and staff report carefully to make their own judgement based on the West Yellowstone Zoning Code.

### **RECOMMENDATION**

Staff recommends that the Board of Adjustments evaluate the hardship criteria and if they find that the criteria have been met they should grant the variance. The Board of Adjustments should evaluate the Review Criteria before deciding on the variance request to address the parking issues at 124 N. Electric Ave. West Yellowstone, MT. If the Board decides to grant the variance, the Board should include appropriate conditions to mitigate any circumstances the Board identified during their review of the request. Staff suggests the following conditions for the Board of Adjustments to initially consider:

#### Variance #1

- 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 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.

#### Variance #2

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 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. The applicant shall pay the parking in lieu fee under 17.37.110 of the West Yellowstone Municipal Code for nine (9) spaces on an annual basis with the re-application of their business license.

#### **SAMPLE MOTIONS**

Staff has provided sample motions for the Town of West Yellowstone Board of Adjustments below. The Board may utilize this language in making the motion for their decision regarding the application but should include the Boards 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 Sleepy Hollow Motel Variance Number \_\_\_\_\_ finding that the proposed variance is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. I further find that strict compliance with the zoning code would create a hardship, that the granting of the variance will create minimal or no adverse impacts to adjacent landowners, and that the proposed staff conditions are sufficient to mitigate any impacts. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for Variance Number \_\_\_\_\_.

**SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL**  
I move to approve the Sleepy Hollow Motel Variance Number \_\_\_\_\_ finding that the proposed variance is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. I further find that strict compliance with the zoning code would create a hardship, that the granting of the variance will create minimal or no adverse impacts to adjacent landowners, and that the proposed staff conditions are sufficient to mitigate any impacts. 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 Variance Number \_\_\_\_\_.

**SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL**  
I move to approve the Sleepy Hollow Motel Variance Number \_\_\_\_\_ finding that the proposed variance is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. I further find that strict compliance with the zoning code would create a hardship, that the granting of the variance will create minimal or no adverse impacts to adjacent landowners, and that the proposed staff conditions are sufficient to mitigate any impacts. 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 Variance Number \_\_\_\_\_.



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

3/10/2026  
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 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: No Kings

Location of Event: Pioneer Park, Rt 191 side

Date(s) of Event: 3/28/26

Start time: 10:00 am End time: 12 noon

Sponsor Organization: \_\_\_\_\_

Contact Person: Shelley Johnson

Contact Mailing Address: P.O. Box 13, WY, MT 59758

Contact Phone Number: 406-539-0513

Contact Email Address: sjohnson0394@gmail.com

Number of expected attendees: 50-100

Event Fee	\$25.00	Paid <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date: <u>03.02.26 CK#6346</u>
Resort Tax Bond	\$1,500.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived	Date: <u>N/A</u>
Vendor Fee	\$25.00 each	Paid \$25.00 X <u>N/A</u>	= <u>N/A</u>
		Total Due:	<u>N/A</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.

Shelley Johnson  
Signature

3/2/26  
Date

**EVENT DETAILS**

Please describe your event in detail including applicable items in the checklist. Use separate page if needed.

This is a gathering of people with poster.  
Music possibly through a speaker or with a guitar.  
We are hoping to use public restrooms at the Park.  
Nothing is for sale.  
Cars can park on the street.  
It is a peaceful rally in support of national No  
Kings events. (We did this in June and October and  
were appreciative of police and Sheriff presence).  
People will be on the sidewalk.  
We are requesting that liability insurance be waived.

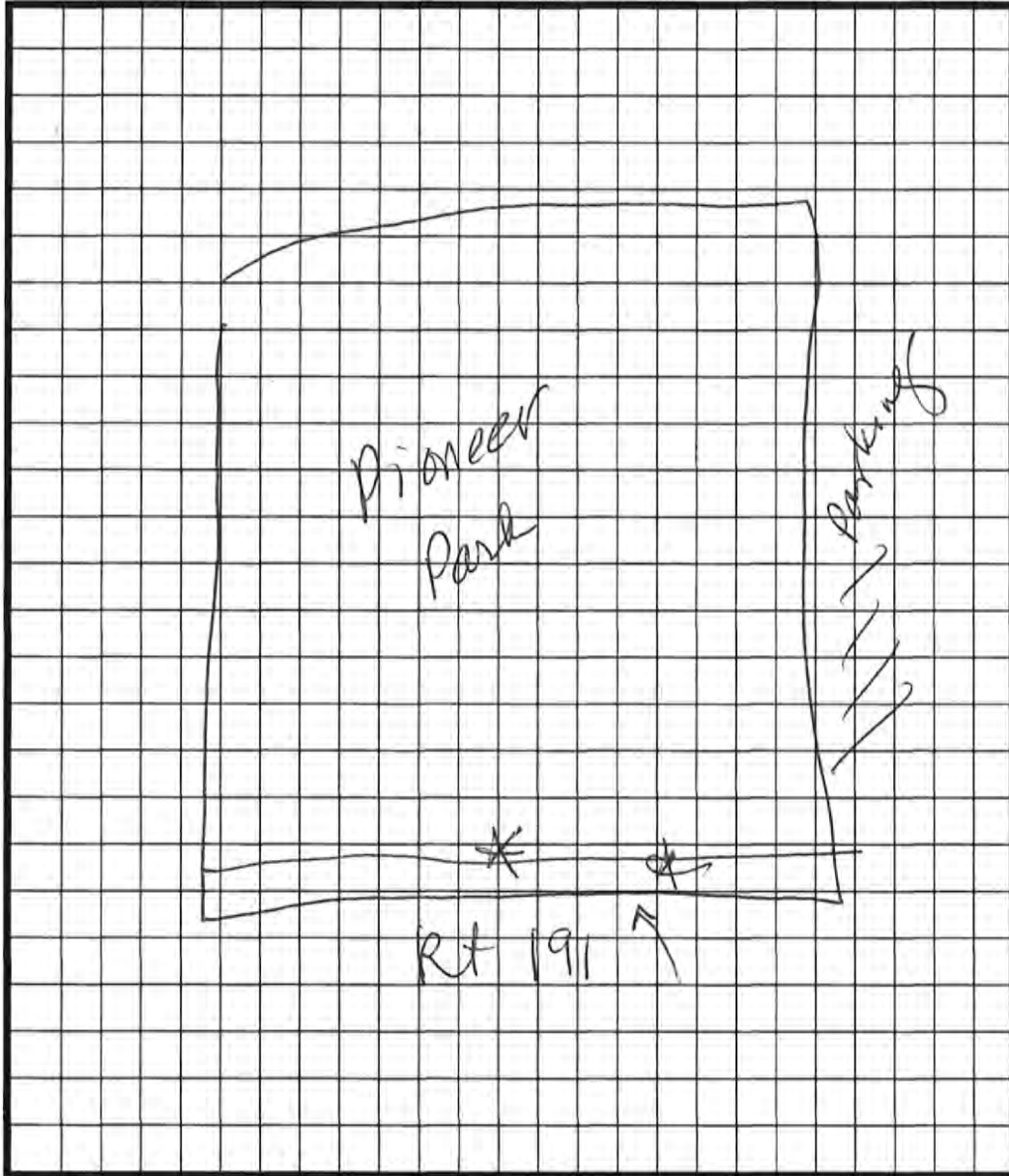
Does your event description address the following?  
(Please check "Yes" or "Not Applicable")

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 *→ but will use street parking*
5. Will there be cars or vehicles involved in the event setup or activities?  Yes  Not Applicable *we will have a safety coordinator*
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 *posters -*
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 *small speaker*
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 *attached*
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
- Stages or entertainment areas
- Food trucks or vendor booths
- Restrooms or porta-potties
- Fencing, barricades, or signs



Please indicate directions

**OFFICE USE ONLY**

Public Services: [Signature] Date: 3/2/26  
Comments: \_\_\_\_\_

Fire: [Signature] Date: 3/3/26  
Comments: \_\_\_\_\_

Police: [Signature] 580 Date: 3/2/26  
Comments: \_\_\_\_\_

Finance: [Signature] Date: 3/3/2026  
Comments: \_\_\_\_\_

Administration: [Signature] Date: 3/4/26  
Comments: Amplification permit Req'd. by TC

**Approved**

**Denied**

Pamela White  
Town Clerk

03.04.2026  
Date

**ATTACHMENTS**

Liability Insurance  
 Yes  No  Waived

Outside Amplification Permit - attached  
 Yes  No  NA

Encroachment Application  
 Yes  No  NA

Open Container Resolution  
 Yes  No  NA

Resort Tax Bond  
 Paid  Surety  NA



Outside Amplification Permit Application
Town of West Yellowstone

Event: No Kings

Contact Person: Shelley Johnson

Mailing Address: P.O. Box 13, WY MT 59758

Email Address: sjohnson0394@gmail.com

Phone Number: 406-539-0513

Signature of Property Owner of Record: Town of West Yellowstone

Date(s) of Event: 3/28/26

Location: Pioneer Park

Amplification between the hours of: 10 am and 12 noon

Description of Event: No Kings rally, may play music through a speaker and use a megaphone for chants.

Signature of Applicant: Shelley Johnson

Date: 3/2/26

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions:

Signature of Mayor/Town Manager:

Date



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

Event or Project Applicant: Destination Events LLC

Event or Project Name: West Yellowstone Festival

Date Submitted: 2.13.26

Date Approved by MAPFAB: 3.12.26

Requested Funding Amount: \$12,965.95

Approved Funding Amount: \$12,965.00

Comments: The Board voted to round off the recommended funding amount to \$12,965.00

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: Destination Events

Event or Project Contact Person: Jean Phillips

Address: 38 West, 100 North Rupert Idaho 83350

Phone: 208-431-3229 Email: destinationeventsip@gmail.com

Application Submission Date: Feb 13, 2026

## EVENT OR PROJECT INFORMATION

Event or Project Name: West Yellowstone Festival

Location of Event or Project: Pioneer Park

Date(s) of Event or Project: July 31- Aug 1, 2, 2026

Estimated Total Event or Project Cost: \$30,000 goal

MAP Fund Amount Requested: \$15,000-\$20,000

## 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.

We set up a festival. Each Vendor has their own space and tent to decorate and display items to sell.

Homemade and crafters coming together from over many states to display and sell their items. We try to create a Festival/Fair atmosphere with Music, Food and a fun family down home feeling. Its family oriented so its a fun day to be in the Park.

Our intent is to draw even more visitors and local people to experience the atmosphere in the Park. We also try and create other fun events like Smokey the Bear, Wood carving, face painting and food and summer fun.

There is no charge to attend this fun event in the park.

## 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.

Friday AM Setup and check-in 10AM - 4PM

Friday Evening 4-9 PM for displaying and selling

Saturday 10AM - 9PM Music in the evening

Sunday 10AM - 2PM Music in the evening

Our event will be Friday, Saturday and Sunday. We have been working year round planning, and organizing and gathering vendors. We have a graphic designer creating, posters, banners, and advertising ads. We also have a website coordinator posting events. We are currently scheduling music for this event. Busy collecting and filling out contracts and permits, etc.

## 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.

- Banners
- Newspapers
- Websites
- Radio
- TV
- T-shirts
- A-Frame signage
- Posters
- Calenders of events
- Flyers

## 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 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?

It would support local Hotels, Restaurants and Business from Vendors and customers. We would also be supporting local youth in the area.

We want to also respect the established business' in town by adding to the great atmosphere.

We will allow the schools for a no-charge spot to sell items.

We will hire local youth to work so we can also give back to the community

- 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 hope to grow this event each year where we can be a fundraiser place for youth in West Yellowstone.

Support local Business' and Hotels

We want to add new events each year

**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)?

No.. because we were not aware of it.

Yes it is all associated with West Yellowstone Festival

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

Yes.. Last year we went in the negative because of the extra fees.

We did not purchase or went without alot of items of business trying to survive the start up costs we incurred.

**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"

It will be posted on all advertising we have in our budget.

## 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.

Please go to our website to view th pictures of our event. [westyellowstonefestival.com](http://westyellowstonefestival.com)

2025 expense report is in section 4

# Certification

Applicant Individual or Organization: Destination Events

Event or Project Contact Person: Jean Phillips

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 Jean Phillips Name (printed) Jean Phillips

Title Event Planner Date Feb. 13, 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:

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



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

Event or Project Applicant: West Yellowstone Foundation

Event or Project Name: Wretched Mess Fest

Date Submitted: 2.23.26

Date Approved by MAPFAB: 3.12.26

Requested Funding Amount: \$15,000

Approved Funding Amount: \$15,000

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: \_\_\_\_\_

Event or Project Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

## EVENT OR PROJECT INFORMATION

Event or Project Name: \_\_\_\_\_

Location of Event or Project: \_\_\_\_\_

Date(s) of Event or Project: \_\_\_\_\_

Estimated Total Event or Project Cost: \_\_\_\_\_

MAP Fund Amount Requested: \_\_\_\_\_

## SECTION 1 • PROPOSED EVENT OR PROJECT SUMMARY

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

## 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.

## 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.

## 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.**





**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)?

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

**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"

## 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.

# Certification

Applicant Individual or Organization: \_\_\_\_\_

Event or Project Contact Person: \_\_\_\_\_

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 Carrie Coan \_\_\_\_\_ Name (printed) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## 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:

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

## **2025 Wretched Mess Fest Project Outcome Report**

Submitted: December 5, 2025

### **MAP Funds Summary**

- Total MAP Funds Awarded: \$27,700
- Total Wretched Mess 2025 Expenses: \$53,070.71
- Total MAP Funds Spent: \$26,971.31
  - Advertising and Marketing: \$6,901.31
  - Portable Restrooms: \$710
  - Insurance: \$360
  - Music and Production: \$11,000
  - Chalk Artists: \$8,000
- MAP Funds not used: \$728.69

### **Event Summary**

The Wretched Mess Fest was held September 5–6, 2025. The free public event included live music, chalk art, art vendors, food vendors, fly-fishing reps, casting contests, and fly-tying activities. Estimated attendance: 4,100.

### **Event Successes**

- Strong attendance and positive feedback from visitors.
- 58 participating vendors and fly-fishing businesses.
- Increased activity for local businesses during the weekend.

### **Event Disappointments / Challenges**

- School chalk-art collaboration was cancelled by the school the week of the event.

### **Event Impacts, Outcomes, and Goals**

- Visitor surveys (242 non-resident respondents) show increased spending on lodging, dining, and retail during the festival weekend.
- Event met goals of providing accessible cultural programming, supporting tourism, and offering family-friendly activities.

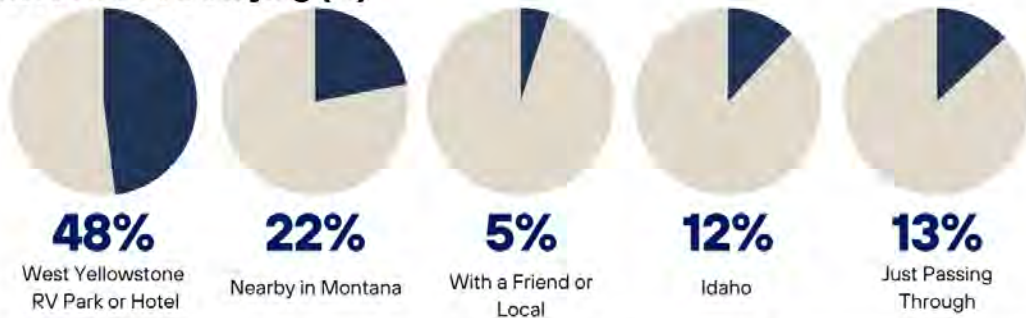
### **Should This Event Continue?**

Yes. The event met objectives and benefited the community and local businesses.

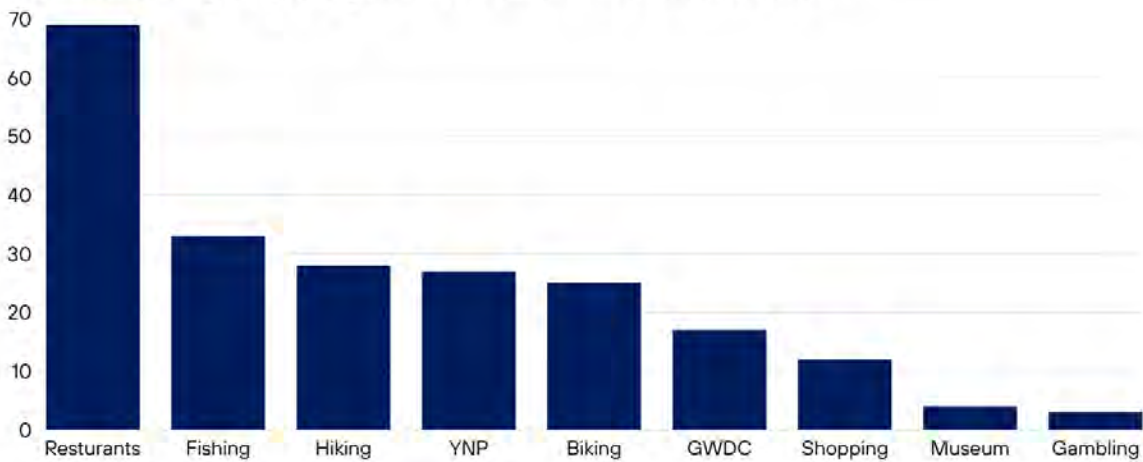
# 2025 Wretched Mess Fest

# Attendee Survey

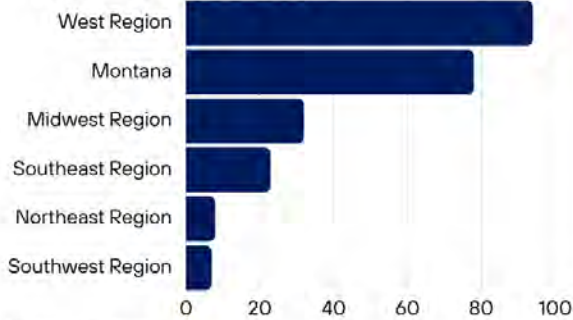
## Where Are You Staying (%)



## Are You Doing Anything Else While in West Yellowstone



## Where Do You Live



### Regional Definitions:

West: WA, OR, CA, NV, UT, CO, WY, ID, AK (does not include Montana)

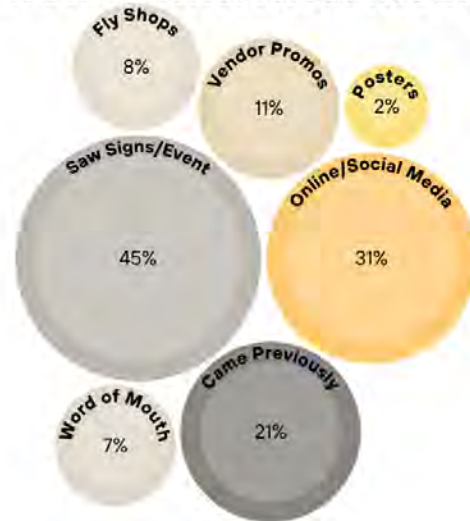
Southwest: AZ, NM, TX, OK

Midwest: ND, SD, NE, KS, MN, IA, MO, WI, IL, IN, MI, OH

Southeast: AR, LA, MS, AL, GA, TN, KY, WV, VA, NC, SC, FL

Northeast: PA, MD, DE, NJ, CT, RI, MA, NH, VT, ME, RI

## How Did You Hear About This Event



Freeheel & Wheel  
33 Yellowstone Ave  
West Yellowstone, MT 59758

November 15, 2025

Dear MAP Board,

I'm writing to share the positive impact the Wretched Mess Fest had on our business. Throughout the weekend, we noticed more visitors stopping in, many of whom said they were in town for the festival. They browsed, asked about local activities and made purchases, which made for a busier weekend.

The event brought great energy to town. The mix of art, music, and fly-fishing drew people to explore different parts of West Yellowstone, which helped nearby businesses like ours. It was wonderful to see so many families and visitors out enjoying the community. I had a great time attending the event.

Thank you for supporting events that help keep our town vibrant as we head into the fall season.

Sincerely,

Kelli Hart  
Owner & Operator  
Freeheel & Wheel



## City of West Yellowstone

# Proposed Technical Support: Increasing Safety in West Yellowstone, Montana. Community Engagement and Traffic Calming along Highway 191/N Canyon St. near Gibbon Ave

March 11th, 2026

### Submitted by:

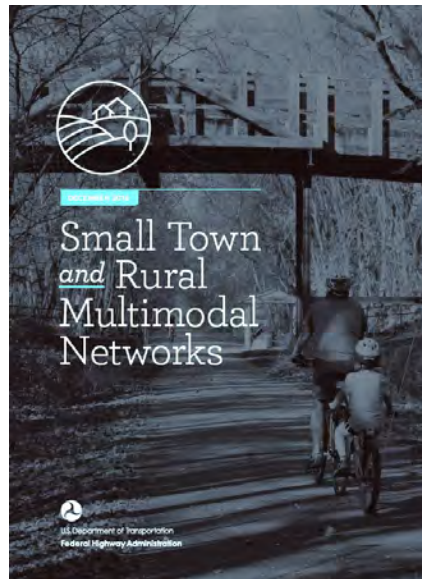
The Western Transportation Institute  
At Montana State University

2327 University Way  
P.O. Box 174250  
Bozeman, MT 59717

### Contacts:

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Office Phone: 406-994-2461



Cover photos from left to right: pop-up curb extension in West Yellowstone; WTI was part of team that created Small Town and Rural Multimodal Network Guide; community walk audit in West Yellowstone.

## Introduction

The Western Transportation Institute (WTI) is pleased to propose technical support to plan and implement interim traffic calming projects through our Mobility and Public Transportation program area. This proposal outlines technical support activities based on conversations with the City of West Yellowstone along with estimated cost and a draft schedule.

## Goals

- Advise the City of West Yellowstone staff and community partners on the process for interim traffic calming installations through community engagement and planning for low-cost improvements to existing road and transportation infrastructure.
- Assist with data collection, evaluation, and reporting to move towards the installation of traffic calming.
- Engage and partner with the Montana Department of Transportation (MDT) on the traffic calming projects that are along State Highways.

## Background/Scope of Services

Streets designed with a focus on cars and vehicular travel result in higher traffic volume and speeds. WTI works to implement “pop-up” style traffic calming to demonstrate the effectiveness of different installation types on slowing vehicle travel and increasing pedestrian and bicyclist safety, consistent with MDT Vision Zero goals. These projects engage locals and incorporate placemaking elements, such as flower filled planters, which help develop a community focused sense of place. This project builds on the successes of previous traffic calming projects in West Yellowstone as well as existing partnerships with WTI, the Town of West Yellowstone, and MDT. WTI will provide technical assistance to the City of West Yellowstone to work through the initial “pop-up” traffic calming process including engagement, data collection, and planning. Proposed tasks in this project include:

**Project Management/Coordination:** Covers time for project administration/accounting personnel and coordination amongst the project team and stakeholders.

### **Task 1: Community Engagement/Getting to Know the Community and Site**

1. Plan a site visit to conduct community engagement with the City of West Yellowstone staff to understand locations of concern. This may include 1 or 2 walk audits, a community meeting, and a meeting with West Yellowstone city staff. This will occur possibly the 3<sup>rd</sup> or 4<sup>th</sup> week of May
2. Engage with MDT to find out the feasibility of traffic calming along State right-of-way as well as what types of traffic calming installations are possible.
3. Complete a walk audit report that notes site conditions as well as input from participants.

**Task 2: Data Collection/Evaluation of Pre-Install Site Conditions**

Provide technical assistance for City of West Yellowstone staff and partners around the data collection and evaluation of existing site conditions.

1. Develop a data collection plan to layout how, where, and when data will be collected
2. Setup radars to collect speed and volume data (two trips in June/July during busy season to install and remove radars)
3. Coordinate with MDT on video data collection at the Canyon St/ Gibbon Ave intersection.
4. Summarize data that can be used as a baseline for the evaluation of the future traffic calming project
5. Engage with MDT and other partners as necessary for the project

**Task 3: Technical assistance on pop up planning and implementation**

1. Propose draft sketches for a quick build traffic calming/placemaking installation and seek feedback.
2. Assist with materials and supply procurement,
3. Guide local leaders/stakeholders to implement preferred option

Deliverables

1. Technical assistance to include community engagement, data collection, and recommended next steps to move traffic calming installations forward in West Yellowstone
2. Walk Audit and Data Collection summary
3. Pop up project sketches and guidance on planning/implementation process

Timeline

Task	2026						
	Mar	Apr	May	Jun	Jul	Aug	Sep
Project Management/coordination							
1. Community Engagement/Getting to know the community and site							
2. Data Collection/Evaluation of Pre-Install Site Conditions							
3. Technical assistance on pop up planning and implementation							

## Budget Estimate

### Personnel

Tasks	Hours	Subtotal	IDC (at 6%)	Total
Project management	16	\$972.12	\$58.33	\$1,030.45
1. Engagement (meetings/walk audit & write up)	52	\$3,824.00	\$229.44	\$4,053.44
2. Speed and volume data collection/analysis	28	\$2,116.00	\$126.96	\$2,242.96
3. Guidance on quick build plan/implementation	24	\$1,708.00	\$102.48	\$1,810.48
<b>Subtotal Personnel</b>	120	\$8,620.12	\$517.21	\$9,137.33
<b>Total</b>				<b>\$9,137.33</b>

### Travel

Tasks	Cost	IDC	Total + IDC (at 6%)
1. Engagement	\$330.00	\$19.80	\$349.80
2. Speed and volume data collection/analysis	\$480.00	\$28.80	\$508.80
<b>Total Travel</b>			<b>\$858.60</b>

### Total

Budget Item	Description	Total
Personnel	Staff time for tasks and travel	\$9,137.33
Travel	3 trips to W. Yellowstone -Tasks 1 and 2	\$858.60
		<b>\$9,995.93</b>

## Western Transportation Institute Project Team Experience and Qualifications

The Mobility and Public Transportation program area at WTI provides a comprehensive approach to solving transportation issues facing rural communities, federal lands, and tribal agencies through research, outreach, and education/training. It does this through facilitating transportation coordination among transportation providers, including human service, tourist industries, and other organizations, and increasing mobility for individuals of all ages and abilities by using innovative solutions that include bicycle, pedestrian, and all other modes of transportation.

This program expanded in 2004 from a focus specifically on public transportation (transit) to include bicycling and pedestrian travel. The program considers how various modes interact, and how individual and public mobility can be improved by linking the various modes. Today, the Mobility and Public Transportation Program focuses on how to improve mobility in rural and frontier areas by coordinating resources so that even basic public transportation services can be provided. This is a challenge in rural and frontier areas due to a scattered population or seasonal visitors (tourists), who must travel great distances to reach medical and other life-line services (educational campuses, business centers, airports), and recreational sites.

### Project Team:

Rebecca Gleason, PE, MS has worked for 19 years as a research engineer in WTI's Mobility and Public Transportation Program Area. Her work is focused on reducing car dependency in small urban and rural communities by creating bicycle, pedestrian and transit transportation networks that enable people to get where they need to go. Ms. Gleason has managed numerous research projects at WTI since 2006 and has worked as part of a team to create The Small Town and Rural Multimodal Networks Guide and the MSU Bicycle Master Plan.

Matthew Madsen, MPH, CHES manages the Pop-up Traffic Calming Projects and GoGallatin programs and works on Safe Routes to Schools and Safe Routes to Parks programs with community partners. Matt has over 10 years of experience in the field of Community Health working on projects ranging from Safe Routes to School, to Active Living Coalition coordinating, Health Education, Affordable Housing Program Development, and project management of Traffic Calming Projects.

**Student Involvement:** Part of WTI's mission is working with MSU students to help prepare them for careers in transportation. WTI may include students as part of the team to assist with items such as data collection and analysis, walk audit participation, pop-up project assistance.