

# Town of West Yellowstone

Tuesday, April 7, 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

Business License Ordinance	Discussion
Housing Fund Policy	Discussion

## TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Potential Executive Session, Moonrise Pending Litigation, Closed to the Public  
Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #7026 Sweet Electric \$20,369.42

Claims

Business License Applications: El Cubano, LLC – mobile food vendor at 3 Yellowstone Avenue

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

Town Manager & Staff Reports

Advisory Board Reports

## NEW BUSINESS

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Change order: WWTP-additional walkway	Discussion/Action
Ordinance No. 281, Adoption of the Zoning Map, 1 <sup>st</sup> Reading	Discussion/Action
Application to Maintain Encroachment, Westmart Greenhouse	Discussion/Action
Resort Tax Bond Waiver-Serenity Rentals	Discussion/Action
Town Manager Annual Review	Discussion
Potential offer of settlement- Moonrise Litigation	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

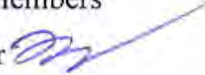
- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held prior to regular Tuesday meetings and occasionally on other 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).





# Memorandum

**To:** Mayor and Town Council Members

**From:** Dan Walker, Town Manager 

**Date:** April 7, 2026

**Re:** Proposed changes to TOWYMC Chapter 5.04 BUSINESS LICENSES

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**1. 5.04.020 Business license required.**

- Separate Commercial and Residential Business Licenses.
- Current Zoning Permit required for issuance of a new Commercial Business License.
- Parking Plan is verified for a change of ownership.
- Residential License requires a verification of parking.

**2. 5.04.030 Application procedure.**

- Make the issuance of a Business License an administrative function.
- If Business Licenses are issued administratively, we can eliminate the short-term business license.
- Out of Town contractors doing work in Town will be issued a standard Business License without parking requirements.

**3. 5.04.065 Special Event Permits**

- Exposition and outdoor sales process.
- Event Permit applications must be submitted at least 30 days prior to the event.
- Applications received less than 30 days prior to the event will be discretionary.
- Special Event Permits will not be reviewed or issued if the applicant has outstanding debts with the Town.
- Event Holder is responsible for all required Resort Tax forms and collections for the event.

**4. 5.04.100 License revocation procedure.**

- Appeal must be filed within 10 days of revocation.
- We need some input on how the Council would like to address appeals and who will make up the committee.

**Chapter 5.04  
BUSINESS LICENSES**

Sections:

[5.04.010 Definitions.](#)

[5.04.020 Business license required.](#)

[5.04.030 Application procedure.](#)

[5.04.040 License issued on annual basis.](#)

[5.04.050 Fee schedule.](#)

[5.04.060 Resort tax bonds.](#)

[5.04.065 Expositions and outdoor sales.](#)

[5.04.070 Interstate commerce.](#)

[5.04.080 Unlawful activities not licensed.](#)

[5.04.090 Business license revocation.](#)

[5.04.100 License revocation procedure.](#)

[5.04.110 Violations--Penalties.](#)

**5.04.010 Definitions.**

For purposes of this chapter, the following definitions apply:

- A. "Adult-use dispensary" means a licensed premises from which a person licensed by the Department of Revenue (the "Department") may: (1) obtain marijuana or marijuana products from a licensed cultivator, manufacturer, dispensary, or other licensee approved under Title [16](#), Chapter [12](#), MCA, and (2) sell marijuana or marijuana products to registered cardholders, adults that are twenty-one years of age or older, or both.
- B. "Adult-use marijuana-infused products provider" means a person licensed by the Department to manufacture and provide marijuana-infused products for consumers.
- C. "Business" means every trade, occupation, profession, vocation, enterprise, nonprofit enterprise, establishment, or activity that is conducted for private profit or benefit and that is not specifically exempted by state law or this chapter. "Business" also includes the lease or rental of commercial facilities/buildings and includes the lease or rental of residential facilities, such as single-family homes, apartments, mobile homes, or condominiums, whether nightly or long-term. "Business" excludes temporary or short-term fundraising activities conducted by a church, school or by a nonprofit civic, fraternal organization, or individual under the age of eighteen.

- D. "Consumer" means a person twenty-one years of age or older who obtains or possesses marijuana or marijuana products for personal use from a licensed dispensary but not for resale.
- E. "Cultivator" means a person licensed by the Department to: plant, cultivate, grow, harvest and dry marijuana; and package and relabel marijuana products at the location in a natural or naturally dried form that has not been converted, concentrated or compounded for sale through a licensed dispensary.
- F. "Location" means an address on a specific lot which is a parcel or plot of land shown as an individual unit of ownership on the most recent plat or other record of subdivision.
- G. "Lodging facility" means a residential or commercial building that contains individual sleeping rooms or suites and that provides overnight lodging for compensation for periods less than thirty days. "Lodging facility" includes a hotel, motel, resort, dormitory, inn, condominium, dude ranch, guest ranch, hostel, public lodging house, time share, bed and breakfast facility, or nightly rental. "Lodging facility" also includes any campground, recreational vehicle or trailer park, or similar facility.
- H. "Manufacturer" means a person licensed by the Department to convert or compound marijuana into marijuana products, marijuana concentrates, or marijuana extracts and package, repack, label, or relabel marijuana products.
- I. "Marijuana" means all plant material from the genus *Cannabis* containing tetrahydrocannabinol (THC) or seeds of the genus capable of germination. The term does not include hemp, including any part of that plant, including the seeds and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than three-tenths of one percent on a dry weight basis, or commodities or products manufactured with hemp, or any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.
- J. "Marijuana transporter" means a person that is licensed to transport marijuana and marijuana products from one marijuana business to another marijuana business, or to and from a testing laboratory, and to temporarily store the transported retail marijuana and retail marijuana products at its licensed premises (facility), but is not authorized to sell marijuana or marijuana products to consumers under any circumstances.
- K. "Medical marijuana dispensary" means the location from which a registered cardholder (as defined in Montana Code Section 16-12-102) may obtain marijuana or marijuana products.
- L. "Testing laboratory" means a marijuana testing laboratory which provides testing of representative samples of marijuana and marijuana products and provides information about the chemical composition and potency of a sample, as well as the presence of molds, pesticides or other contaminants.

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M. "Wholesale merchant" means any person or entity engaged in the business of selling inventory to retailers or otherwise selling for the purpose of resale by another person or entity. (Ord. 273 §1, 2023; Ord. 266 §1 (Exh. A)(part), 2018; Ord. 220 §1, 2006)

**5.04.020 Business license required.**

A. Commercial Business License: No person, corporation or other entity shall conduct, transact or engage in business of any kind within the town before first submitting an application, appropriate fee, ~~parking plan, zoning permit which will include a parking plan if applicable,~~ required fire and health inspection documentation and obtaining approval for a business license. ~~Nightly rentals and residential rentals, even if they are on the same parcel and under the same ownership, must be on separate business licenses. Failure to obtain a business license prior to operating a business within the corporate limits of the town constitutes a violation of this chapter.~~

B. Residential Rental Business License: ~~Single residential rentals require a business permit and the application for the license will require a parking plan to show that there is sufficient off street parking.~~ Multiple residential rental units located on different parcels around town and owned by a single entity may be listed on one business license. Parking plans for each location must be submitted with the business license application ~~which that has~~ been verified by town staff approved by the planning board.

~~Nightly rentals and residential rentals, even if they are on the same parcel and under the same ownership, must be on separate business licenses.~~ (Ord. 266 §1 (Exh. A)(part), 2018; Ord. 220 §2, 2006).

C. Failure to obtain a business license prior to operating a business within the corporate limits of the town constitutes a violation of this chapter.

**5.04.030 Application procedure.**

A. Every person, corporation, or other entity applying for a business license under this chapter is subject to regulation, inspection, control, and supervision under the general police power of the town.

B. Upon receipt of a completed application which includes the business license fee, ~~parking plan zoning permit if applicable,~~ and applicable fire code and health department approvals for a new business license, the town clerk shall refer the application to appropriate employees of the town for the purpose of any investigation and inspection of the proposed business. Business license applications must contain all information prescribed or required by the town and must include a site plan delineating parking for the business ~~and/or~~ certification of parking in-lieu payment. Business license applications must be signed by both the business owner and, if different, the owner of the real property on which the business will operate. ~~The department of the town clerk shall review refer the application and issue a permit if all requirements of this~~

~~chapter have been met, investigations to appropriate staff for review and inclusion in the town council packet. Completed business license applications shall be approved or denied by the town council at the next regularly scheduled town council meeting unless the planning board needs additional time to review the parking plan.~~

C. If one party seeks to transfer a business license to another party and the exact nature and location of the business remain the same, then the town clerk, upon payment of the required fee and an internal review of a current ~~zoning permit parking plan~~, shall transfer the business license. However, if the party seeking to transfer a business license to another party is delinquent on the obligation to report or pay resort tax under Chapter 3.12 for any business owned by the transferring party, the town clerk shall not transfer the business license until all delinquent resort tax, interest, and applicable penalties are paid in full or payment arrangements have been made with the town.

~~D.—In lieu of a standard business license, an applicant may seek a short-term business license that is reviewed and approved by the finance department. A short-term business license is valid for ten calendar days only. All applicable permits and licenses required by other agencies, such as a food purveyor's license from the Gallatin County health department or approval from the Grizzly Park architectural committee, must be in effect at time of application. The applicant must also provide a parking site plan for review by the town. Fees for the short-term business license and resort tax bond shall be set by resolution.~~

~~DE.~~ A business for contracted services that does not maintain an office or permanent residence in West Yellowstone, and whose business is not required to provide parking spaces, and is not required to collect resort tax, may obtain a business license that is reviewed and approved by the ~~town finance department without town council approval~~. Except as modified in this subsection, this business license is subject to all other provisions in this chapter concerning a standard business license.

~~F.—Contracted service businesses located in town that do not have a parking requirement can be approved by the finance department without town council approval. (Ord. 266 §1 (Exh. A)(part), 2018; Ord. 233 §1, 2007; Ord. 232 §1, 2007; Ord. 220 §3, 2006)~~

#### **5.04.040 License issued on annual basis.**

The town issues business licenses on an annual basis with the exception of short-term licenses. The license period is effective from June 1st to May 31st of the following year. Businesses may renew or purchase a business license from the town after March 1st for the following license year. If an existing business license is renewed after June 30th, a late fee will be applied. A new license may be purchased at any time, but all licenses expire May 31st. The town does not prorate business license fees. (Ord. 266 §1 (Exh. A)(part), 2018; Ord. 220 §4, 2006)

#### **5.04.050 Fee schedule.**

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The town council shall by resolution set the fee schedule for business licenses, transfers of business licenses, and related fees. (Ord. 266 §1 (Exh. A)(part), 2018; Ord. 220 §5, 2006)

**5.04.060 Resort tax bonds.**

- A. If an applicant for a business license intends to sell any goods or provide services that are subject to the town's resort tax pursuant to Chapter 3.12, then a resort tax bond in an amount set by resolution must accompany the business license application. The resort tax bond shall be executed by a surety company licensed to do business in Montana. In lieu of a surety bond, the applicant may submit a cash bond of equal value.
- B. The bond must be approved by the town clerk and must be conditioned upon the applicant's collection and remittance of resort tax in accordance with all requirements of Chapter 3.12. The resort tax bond must remain in full force and effect until four months after the end of the first full business license year.
- C. When an existing business that is subject to resort tax collection pursuant to Chapter 3.12 changes ownership, the new owner must provide a resort tax bond to the town clerk in the same manner set forth above.
- D. If a business fails to collect, report, and remit the resort tax or otherwise violates the provisions of Chapter 3.12, the town shall have a right of action on the bond for recovery of any unpaid resort tax, as well as interest, civil penalties and attorney's fees allowed by ordinance or state law. The town may require a business to post a new or additional resort tax bond if the business fails to timely remit resort tax payments for more than two consecutive months or for any three months in a twelve-month period. The town may not renew a business license that has unpaid resort tax outstanding at the time a business license must be renewed.
- E. After a business has collected and remitted the resort tax in accordance with all provisions of Chapter 3.12 for the first licensing period of business operation, the town clerk shall then return the resort tax bond to the business four months after the expiration of the original business license. Failure to remit any resort tax during the term of the initial issuance of a town business license shall constitute grounds for the town to retain the bond. (Ord. 266 §1 (Exh. A)(part), 2018; Ord. 220 §6, 2006)

**5.04.065 ~~Special Event Permits-Expositions and outdoor sales.~~**

- A. Notwithstanding the other provisions of this chapter, any person engaged in the business of conducting a Special Event, which may include an exposition, exhibit or sale of any merchandise or product, including artifacts and art objects, at an outdoor exposition or sale, or at an indoor exposition or bazaar, where two or more persons are gathered together for such purpose shall pay a business license fee as set by resolution.
- B. The applicant shall:

**Commented [ER1]:** We have had recent conversations about requiring the submittal of a Special Event Permit before an event organizer can apply for MAP Funds. We have found ourselves in the position, quite recently, of the applicant being awarded significant funds for an event planned to occur on public property that hasn't even been reviewed by the Town. Is it appropriate to require the submittal of a Special Event Permit before applying for MAP Funds? And is this the place to do it?

1. Submit an application thirty calendar days prior to the event. Application forms shall be obtained from the finance department. ~~Special Event Exposition~~ licenses shall be issued by the ~~town finance department~~ after consultation with the police department, the fire department, the public services department, ~~finance department~~ and the town manager. ~~An application under this section shall be submitted to the town at least. It is recommended that the entity or person organizing or sponsoring the exposition start the licensing process at least thirty (30) calendar days in advance of the event.~~ If the submittal is received by town at least thirty calendar days in advance of the event, the application may be circulated through intradepartmental mail. ~~However, if it is received less than thirty calendar days prior to the event, a penalty fee of fifty dollars will be added to the license fee, and the applicant shall be responsible for going individually to the police, fire, and public services departments to obtain any necessary approval. Completing those approvals, the applicant must return the application to the finance department for review at least five business days before the beginning of the event. The request is then forwarded to the town manager for final consideration. Late submittals may not be approved by the town.~~ It is unlawful to conduct an ~~Special Event~~ exposition regulated by this chapter without a license.

2. Post a resort tax bond in the amount set by resolution. The resort tax bond shall be executed by a surety company licensed to do business in Montana. In lieu of a surety bond, the applicant may submit a cash bond of equal value. If an applicant fails to collect, report, and remit the resort tax ~~within 120 days of the end of the Special Event, in accordance with the provisions of Chapter 3.12,~~ the town shall have a right of action on the bond for recovery of any unpaid resort tax, as well as interest, civil penalties and attorney's fees allowed by ordinance or state law. After provisions of Chapter ~~3.12~~ have been met, the town ~~clerk~~ will return the resort tax bond to the applicant within ninety calendar days.

3. Notify each participant in writing, prior to accepting any application or approving participation in the exposition, bazaar, exhibit or sale, that the participant is responsible for submitting ~~all documents and forms as required by the town and all required resort tax the following~~ on or before the twentieth day of the month following the event to receive the resort tax administrative fee and no later than the last day of the month to avoid a penalty.:

~~a. A completed town of West Yellowstone resort tax form; and~~

~~b. A check payable to the town of West Yellowstone for the three percent resort tax required under the guidelines as specified by Chapter 3.12.~~

4. Acquire and keep on file the names, addresses and phone numbers of all participants and, further, collect and remit, from each vendor, the completed resort tax form and payment due.

C. The provisions of this section do not require additional licenses for merchants or vendors participating in such events when all of the participants are regularly licensed under other provisions of this chapter. Events sponsored by nonprofit organizations where the merchandise is

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non-business-related personal property sold by individuals not regularly engaged on a full-time or part-time basis in the business of selling, manufacturing or distributing such merchandise are not required to obtain a business license.

D. The town will not review or issue a Special Event permit if the applicant has any outstanding debt due to the Town, until all such debt is fully satisfied.

ED. Applicants may file an appeal with the town council for a reduction or waiver of license fees and bond requirements.(Ord. 266 §1 (Exh. A)(part), 2018: Ord. 239 §1, 2008)

**5.04.070 Interstate commerce.**

Nothing contained in this chapter is intended to operate so as to interfere with the power of the Congress of the United States to regulate commerce between states. (Ord. 266 §1 (Exh. A)(part), 2018: Ord. 220 §7, 2006)

**5.04.080 Unlawful activities not licensed.**

This chapter may not be construed to allow licensing of any business or activity that is prohibited by any law of the United States, the state of Montana or the town. It is unlawful for any person or entity to sell merchandise, goods, or services of any kind, or solicit orders for merchandise, goods, or services, on any street, alley, sidewalk or other public place in the town, except as permitted in Section 5.20.030.

As authorized by Title 16, Chapter 12, MCA, and based on the affirmative vote of the electors of the town of West Yellowstone, the following marijuana businesses are permanently prohibited from opening or operating within the boundaries of the town:

- A. Cultivator;
- B. Manufacturer;
- C. Medical marijuana dispensary;
- D. Adult use dispensary;
- E. Testing laboratory; and
- F. Marijuana transporter facility.

Violation of this section is a municipal infraction and shall be punished as set out in Chapters 1.08 and 1.12. (Ord. 273 §2, 2023; Ord. 266 §1 (Exh. A)(part), 2018: Ord. 220 §8, 2006)

**5.04.090 Business license revocation.**

The town may revoke a business license under the following circumstances:

- A. Failure to report or remit resort tax by payment deadlines in Section 3.12.060;

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- B. The violation of any provision of Chapter [3.12](#) concerning resort tax;
- C. The violation of any provision of this chapter concerning business licenses;
- D. Misrepresentation of ownership, nature of business, or any material fact on a business license application;

E. Failure to pay any other outstanding debt owed to the town by the business license holder;

FF. The violation by the business of any other provision of the West Yellowstone Municipal Code, including but not limited to the applicable provisions of the license, the residential plan or zoning permit. (Ord. 266 §1 (Exh. A)(part), 2018: Ord. 233 §2, 2007: Ord. 220 §9, 2006)

#### 5.04.100 License revocation procedure.

- A. A business license may be revoked for any violation of this chapter, including those specified in Section [5.04.090](#). A business license may be revoked ~~either by order of the town judge or~~ by an administrative order by the town manager.
- B. If the town manager determines that the town has valid grounds to revoke a business license, the town manager must notify the business in writing of these grounds at least ten business days before issuing an administrative order revoking a business license. The notice must also inform the business that it has ten business days from the date of the notice to provide the town with any documents or information contesting the stated grounds for revocation. After reviewing all pertinent documents and information, including any submittal by the business contesting the stated grounds, the town manager may issue an administrative order revoking a business license if the business has committed any violation of this chapter, including those specified in Section [5.04.090](#).
- C. A business may appeal an administrative order by the town manager revoking its business license by filing a written notice of appeal with the town clerk within ten business days after the date of the administrative order. ~~Failure to file the appeal within 10 days shall be a bar to any further action by the applicant.~~ ~~The administrative order of revocation is stayed during any appeal to the town business license review board.~~ The business license review board shall consist of the finance director (or designee), the mayor (or designee) and ~~the Town Manager, a member of the town council other than the mayor.~~ The business license review board will conduct an investigation of the circumstances resulting in the administrative order to revoke the business license within fifteen business days. As part of the investigation, the business may present any relevant evidence contesting the administrative order of revocation by the town manager. After hearing and reviewing all relevant evidence, the business license review board may uphold, overturn, or modify the administrative order of revocation by the town manager.
- D. A business may make a final appeal on the decision of the business license review board by filing a written notice of appeal with the town clerk within ten calendar days after the date of the

**Commented [JM2]:** Do we want to keep this step in the process or just have a an appeal to the council?

**Commented [ER2R2]:** I think so but I think the Town Manager should be part of the Business License Review Board, not a council member. In the event that we denied a business license, the denial would likely be issued by the Clerk. Therefore, an appeal or review should be conducted by other staff members to confirm the reason for denial.

**Commented [JM2R3]:** But the Town Manager is then reviewing his own order.

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decision. The appeal will be placed on the agenda of the next regularly scheduled council meeting. After hearing and reviewing all relevant evidence, the town council may uphold, overturn, or modify the decision by the business license review board. All revoked business licenses will be subjected to a reinstatement fee. (Ord. 266 §1 (Exh. A)(part), 2018: Ord. 223 §1, 2007; Ord. 220 §10, 2006)

**5.04.110 Violations--Penalties.**

Violation of this chapter is a municipal infraction subject to the provisions of Sections [7-1-4150](#) through [7-1-4152](#), MCA. In addition to any civil penalty ordered by virtue of a municipal infraction, the town judge may enter a civil judgment against the defendant for the amount of the license found due and unpaid and may issue an order revoking a defendant's business license. Each day that a violation occurs or is permitted to exist constitutes a separate infraction. (Ord. 266 §1 (Exh. A)(part), 2018: Ord. 220 §11, 2006)

## **Town of West Yellowstone Housing Fund Policy**

### **Purpose**

The Town of West Yellowstone Housing Fund was established to support the development and preservation of attainable housing within the community. The fund is intended to assist residents and workforce members in securing safe, stable, and attainable housing.

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### **Eligible Uses of Funds**

Funds may only be used for affordable housing purposes, including:

- **Rental Assistance**
    - Short-term rent support for qualifying individuals or households
  - **Security Deposit Assistance**
    - Funding for rental security deposits to secure housing
  - **Down Payment Assistance**
    - Financial support for the purchase of a primary residence
  - **Attainable Housing Development Support**
    - Assistance to developers or property owners creating or preserving attainable housing units
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### **Forms of Assistance**

Funds may be distributed in the following forms:

- **Grants**
  - Awarded based on financial need and program criteria
  - Do not require repayment
- **Loans**
  - May be offered at low or no interest
  - Terms, repayment schedules, and conditions will be clearly defined in a written agreement
  - May include deferred payment options based on income or occupancy requirements
  - Potentially following NeighborWorks Montana's policy
  - Terms may include below-market interest rates and flexible repayment structures.

- Gap Financing
  - Provides funding to cover the difference (“gap”) between total project costs and available funding from other sources
  - Typically used for affordable housing development or rehabilitation projects
  - May be structured as:
    - ◆ Deferred loans
    - ◆ Forgivable loans
    - ◆ Low-interest loans
  - Priority given to projects that demonstrate financial feasibility and long-term affordability
  
- Land Donations
  - The Town may contribute publicly owned land at reduced or no cost for affordable housing development
  - May include:
    - ◆ Donation of land
    - ◆ Discounted sales (write-down of market value)
  - Projects receiving land support must meet long-term affordability requirements
  - Development agreements will outline timelines, affordability terms, and reversion provisions if conditions are not met
  - Community Land Trust
  
- Tax-Exempt Bonds
  - The Town may support or participate in the issuance of tax-exempt bonds to finance attainable housing projects
  - Typically used for larger-scale developments
  - Projects must meet all federal, state, and local requirements tied to tax-exempt financing
  
- Single Family Equivalent (SFE) Fee Forgiveness or Reduction
  - The Town may reduce or waive SFE-related fees for qualifying attainable housing projects
  - Intended to lower development costs and encourage attainable housing construction
  - Eligibility criteria may include:
    - ◆ Meeting affordability thresholds
    - ◆ Maintaining attainability for a specified period
  - Forgiveness/reduction amounts will be determined on a case-by-case basis

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## Eligibility Requirements

To qualify for assistance, applicants must:

- Demonstrate financial need
- Be a full-time resident, employee, or have a verifiable connection to the West Yellowstone community
- Meet income limits established by the Town
- Use assistance for a **primary residence** within the Town of West Yellowstone

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## Affordability Requirements

- Housing supported by this fund must remain **affordable** as defined by the Town
- The Town may establish:
  - Income limits
  - Rent or purchase price caps
- For ownership assistance:
  - Resale restrictions or repayment provisions may be required to preserve affordability

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## Restrictions on Use

Funds **may NOT** be used for:

- Luxury or market-rate housing does not meet affordability criteria
- Secondary homes, vacation homes, or investment properties
- Non-housing-related expenses
- Applicants who provide false or misleading information

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## Application & Approval Process

- Applicants must submit a complete application with supporting documentation
- Applications will be reviewed by designated Town staff or a Housing Committee
- Approval will be based on:
  - Financial need
  - Availability of funds
  - Alignment with program goals

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## Monitoring & Compliance

- Recipients may be required to provide documentation verifying proper use of funds
- The Town reserves the right to audit or request follow-up information

- Non-compliance may result in:
    - Repayment of funds
    - Disqualification from future assistance
- 

### **Administration**

- The Housing Fund will be administered by the Town of West Yellowstone or its designated agent
  - The Town may update this policy as needed to reflect changing housing needs and priorities
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### **Funding Priorities**

Priority may be given to:

- Local workforce (e.g., employees of local businesses, public services)
- Families with children enrolled in local schools
- Essential service workers
- Long-term community residents
- Deed restriction purchases

# TOWN OF WEST YELLOWSTONE MONTANA

info@townofwestyellowstone.com

## PURCHASE ORDER

Date

Ship Via

Sewer operating Fund

Order No. **7026**

Department

5310-430600-357<sup>53</sup>

TO: Sweet Electric LLC

ADDRESS: 6696 N 25<sup>th</sup> E

Idaho Falls ID 83401

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
2	Replacing VFD's
2	Power Front display mounts
	EMERGENCY Repair / power outage Damage

Estimated Cost \$ 20,369.42

Requested By:

Jon Brown

Accounting Code 5310-430600-357<sup>53</sup>

Authorized By:

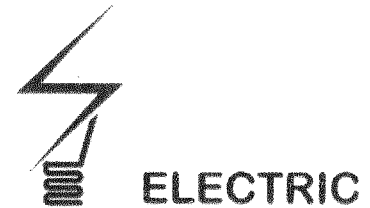
VENDOR COPY - White OFFICE COPY - Canary

Approved By:

# INVOICE

Sweet Electric LLC  
6696 N 25th E  
Idaho Falls, ID 83401

sweetelectricidaho@gmail.com  
+1 (208) 317-0050



## Bill to

Town of West Yellowstone  
440 Yellowstone Ave  
West Yellowstone, MT 59758  
USA

## Invoice details

Job: VFD's in lift station

Invoice no.: 1178  
Terms: Net 30  
Invoice date: 03/21/2026  
Due date: 04/20/2026

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.	03/12/2026	Labor		Labor for investigating the VFD that wouldn't power up after the power bumps due to wind. Ordered 2 new VFD's and Panel front display mounts.	4	\$150.00	\$600.00
2.	03/12/2026	Travel Expense			1	\$180.00	\$180.00
3.	03/14/2026	Labor		Mike Labor for installing new VFD's	14	\$150.00	\$2,100.00
4.	03/14/2026	Material		2 ABB VFD's plus Overnight Red freight.	1	\$16,229.42	\$16,229.42
5.	03/14/2026	Travel Expense			1	\$180.00	\$180.00
6.	03/22/2026	Labor		Mike labor for installing Panel front display kits and New breaker in panel.	6	\$150.00	\$900.00
7.	03/22/2026	Travel Expense			1	\$180.00	\$180.00

Total **\$20,369.42**

## Ways to pay



I can take cash, check, or any of the above payment methods.

04/03/26  
13:59:00

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
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FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53369		3523 Sunflower Peak Planning	7,751.50					
	WYM26-003	04/01/26 Professional Fees 80 Acres	345.00*		80ACRE	4030 430630	354	101000
	WYM26-003	04/01/26 Professional Fees	7,406.50*		PLNNG	1000 411000	354	101000
53370		1089 Gallatin County Treasurer	1,175.00					
	02/28/26	Tech surcharge	130.00		COURT	7458 212200		101000
	02/28/26	MLEA	160.00		COURT	7467 212200		101000
	02/28/26	Victims Assistance	147.00		COURT	7699 212200		101000
	03/31/26	Tech surcharge	290.00		COURT	7458 212200		101000
	03/31/26	MLEA	350.00		COURT	7467 212200		101000
	03/31/26	Victoms Assistance	98.00		COURT	7699 212200		101000
53372		2575 WY Tourism Business Improvement	26,184.73					
	03/31/26	Collections in March 2026	26,184.73*		TBID	7202 411800	540	101000
53373		151 Gallatin County WY TS/Compost	522.00					
	03/31/26	Household waste	522.00		PARKS	1000 460430	534	101000
53374		2088 Town West Yellowstone	883.84					
	04/01/26	utility chrgs, Chamber, 895	77.51		BLDGS	1000 411257	340	101000
	04/01/26	utility chrgs, UPDL, 892	126.99		BLDGS	1000 411252	340	101000
	04/01/26	utility chrgs, PS Shops, 884	58.72		BLDGS	1000 411253	340	101000
	04/01/26	utility chrgs. Povah Ctr, 887	109.67		BLDGS	1000 411255	340	101000
	04/01/26	utility chrgs, Police Dept, 886	74.59		BLDGS	1000 411258	340	101000
	04/01/26	utility chrgs, City Park, 885	197.06		BLDGS	1000 411253	340	101000
	04/01/26	utility chrgs, Library, 891	59.29		LIBBLD	1000 411259	340	101000
	04/01/26	utility chrgs, Twn Hall, 921	180.01		TWNHAL	1000 411250	340	101000
53377		2546 Century Link QCC	8.33					
	776826439	03/24/26 long dist chg 406-646-7600	8.33		DISPAT	1000 420160	345	101000
53378		73 Westmart Building Center	1,396.87					
	03/27/26	Street traffic signals	100.10		STREET	1000 430200	243	101000
	03/27/26	Street Supplies	597.45		STREET	1000 430200	220	101000
	03/27/26	Street Lighting	2.56		STREET	1000 430263	220	101000
	03/27/26	Fuel	65.32		STREET	1000 430200	231	101000
	03/27/26	Street Sm Item Equip	149.21*		STREET	1000 430200	212	101000
	03/27/26	Water Supplies	8.54		WATER	5210 430500	220	101000
	03/27/26	Police Building	150.01		POLICE	1000 411258	366	101000
	03/27/26	Library Building Supplies	16.13		LIBRY	1000 411259	220	101000
	03/27/26	Park supplies	261.02		PARKS	1000 460430	220	101000
	03/27/26	Parks Sm equip	46.53		PARKS	1000 460430	212	101000

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53380		2421 NAPA Auto Parts	179.13					
	03/31/26	Napa Supplies	117.95		STREET	1000 430200	220	101000
	03/31/26	Napa repairs Supplies	11.02		STREET	1000 430200	361	101000
	03/31/26	Napa Equipmnt repairSupplies	-10.80		STREET	1000 430200	369	101000
	03/31/26	NAPA Fuel & Oil supplies	60.96		STREET	1000 430200	231	101000
53386		2852 Blackfoot Communications	1,971.97					
	04/01/26	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	04/01/26	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	04/01/26	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	04/01/26	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	04/01/26	646-7311, social services	20.00		SOCSRV	1000 450135	345	101000
	04/01/26	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	04/01/26	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	04/01/26	646-7609, public works	28.45		PUBSVC	1000 430200	345	101000
	04/01/26	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	04/01/26	646-7715, povah center	25.11		POVAH	1000 411255	345	101000
	04/01/26	646-7795, town hall	232.86		TWNHAL	1000 411250	345	101000
	04/01/26	646-7845, court clerk	9.10		COURT	1000 410360	345	101000
	04/01/26	646-9017, library	44.11		LIBRAR	2220 460100	345	101000
	04/01/26	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	04/01/26	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	04/01/26	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	04/01/26	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	04/01/26	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	04/01/26	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	04/01/26	602-4909, town hall judge	14.66		COURT	1000 410360	345	101000
	04/01/26	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	04/01/26	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/26	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/26	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	04/01/26	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	04/01/26	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/26	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/26	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/26	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	04/01/26	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	04/01/26	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	04/01/26	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	04/01/26	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	04/01/26	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000

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53387	3476 RSCI		911,036.02					
	19 WWTP	03/31/26 WWTP Contractor Payment	911,036.02		WWTP	5320 430640	951	101000
53390	42 Fall River Electric		9,291.39					
		Fall River applied Owner/Member Rebate to just one account but waiting for them to distribute rebate to all accounts.						
	03/20/26	PARK, old firehouse 2901001	344.32		PARK	1000 411253	341	101000
	03/20/26	povah comm ctr 4212001	313.55		POVAH	1000 411255	341	101000
	03/20/26	unmetered lights 4212004	1,029.59		STLITE	1000 430263	341	101000
	03/20/26	RR Well 4212005	146.08*		WATER	5210 430500	341	101000
	03/20/26	IRIS LIFT STATION 4212006	449.43		SEWER	5310 430600	341	101000
	03/20/26	POLICE 4212008	397.17		POLICE	1000 411258	341	101000
	03/20/26	TOWN HALL 4212009	321.77		TWNHLA	1000 411250	341	101000
	03/20/26	ICE RINK 421010	79.17		PARKS	1000 411253	341	101000
	03/20/26	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	03/20/26	Sewer Plant 4212012	3,117.19		SEWER	5310 430600	341	101000
	03/20/26	South Iris Street Well 4212013	150.44*		WATER	5210 430500	341	101000
	03/20/26	Hayden/DeLaceyPump 4212014	243.43		SEWER	5310 430600	341	101000
	03/20/26	Hayden/Grouse Well 4212015	38.88*		WATER	5210 430500	341	101000
	03/20/26	911 Tower 4212016	166.15		911	2850 420750	341	101000
	03/20/26	MADADD H20 Tower 4212017	55.33*		WATER	5210 430500	341	101000
	03/20/26	SHOP 4212018	186.23		STREET	1000 430200	341	101000
	03/20/26	UPDL 220 Yell Ave4212019	38.88		UPDL	1000 411252	341	101000
	03/20/26	ANIMAL 4212029	177.81		ANIML	1000 440600	341	101000
	03/20/26	CLORINATOR 4212030	83.52*		WATER	5210 430500	341	101000
	03/20/26	Electric Well 4212031	62.01*		WATER	5210 430500	341	101000
	03/20/26	PARK 4212032	228.07		PARKS	1000 411253	341	101000
	03/20/26	UPDL 4212041	425.15		UPDL	1000 411252	341	101000
	03/20/26	861PowerLinTREATSERV 4212046	1,062.23		SEWER	5310 430600	341	101000
	03/20/26	LIBRARY 23 dunraven 4212054	174.99		LIBR	1000 411259	341	101000
53391	2813 Century Link		3,054.26					
	03/19/26	911 ALI/SR 255-9710	1,828.56		911	2850 420750	345	101000
	03/19/26	BSLAnlog 255-9712/0133,5127	278.46		POLICE	2850 420750	345	101000
	03/19/26	BSLAnlog 646-5170,5173,5179	167.60		POLICE	2850 420750	345	101000
	03/19/26	Alarm Lines 646-5185,7256	105.20		TWNHLL	1000 411250	345	101000
	03/19/26	Police - 646-7600	674.44		POLICE	2850 420750	345	101000
53392	E 2323 Montana Department of Revenue		9,202.38					
	19 WWTP	03/31/26 WWTP	9,202.38		WWTP	5320 430640	951	101000

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53393		709 TD&H Engineering	32,597.50					
	46825 03/16/26	Professional fee	10,077.50*		PLNNG	1000 411000	354	101000
	46827 03/16/26	ProfessionalFee IrisLiftstatio	1,332.50		SEWER	5310 430600	354	101000
	46826 03/16/26	ProfessionalFee 80Acres	21,187.50*		8OACRE	4030 430630	354	101000
53394		2845 Kasting, Kauffman & Mersen, PC	8,910.40					
	04/02/26	Legal Fees	8,725.00		LEGAL	1000 411100	352	101000
	04/02/26	Travel	120.40		LEGAL	1000 411100	373	101000
	04/02/26	Postage	65.00		LEGAL	1000 411100	870	101000
53396		1514 Verizon Wireless	934.35					
23		Smartphones						
	03/20/26	640-0108, Police	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-0141 Street SP	40.62		STREET	1000 430200	345	101000
	03/20/26	640-0159 Street SP	40.62		STREET	1000 430200	345	101000
	03/20/26	640-0606 911 Dispatch	40.62		911	1000 420160	345	101000
	03/20/26	640-1103, Operator SP	40.62		STREET	1000 430200	345	101000
	03/20/26	640-1460, Library Dir, SP	40.62		LIBRAR	2220 460100	345	101000
	03/20/26	640-1461, S & W operator, SP	40.62		SEWER	5310 430600	345	101000
	03/20/26	640-1462, S & W Super, SP	40.62		WATER	5210 430500	345	101000
	03/20/26	640-1463, Deputy PSS, SP Sspnd	40.62		PARKS	1000 460430	345	101000
	03/20/26	640-1472, Ops Mgr, SP	40.62*		ADMIN	1000 410210	345	101000
	03/20/26	640-1676, Rec Coor, SP	40.62		REC	1000 460440	345	101000
	03/20/26	640-1754, COP, SP	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-1755, Police	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-1756, Police	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-1757, Police	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-1758, Head Dispatcher	40.62		DSPTCH	1000 420160	345	101000
	03/20/26	640-1759, Police	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-7547,WS Super	40.69		SEWER	5310 430600	345	101000
	03/20/26	640-9074, PSS, SP	40.62		STREET	1000 430200	345	101000
	03/20/26	640-2354 Social Services	40.62		SOCSER	1000 450135	345	101000
	03/20/26	640-2629 City Judge	40.62		COURT	1000 410360	345	101000
	03/20/26	640-7108 Police Officer	40.62		POLICE	1000 420100	345	101000
	03/20/26	640-7873 Equip Operator	40.62		STREET	1000 430200	345	101000
53399		266 Utilities Underground Location	5.34					
	6035389 03/31/26	excavation notifications	5.34		SEWER	5310 430600	357	101000

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53401		3242 Fisher's Technology	58.58					
	1623442	02/03/26 MaintenanceAgreement	58.58*		LIBRY	2220 460100	398	101000
53402		3524 Greater Yellowstone Cleaning	3,233.50					
	297	04/02/26 Town Hall Cleaning 3/2026	1,100.00		TWNHLL	1000 411250	357	101000
	297	04/02/26 Library Cleaning 3/2026	640.50		LIBRY	1000 411259	357	101000
	297	04/02/26 Povah Cleaning 3/2026	1,255.00		POVAH	1000 411255	350	101000
	297	04/02/26 Rendezvous Cleaning 3/2026	198.00		RENDEZ	1000 411256	350	101000
	297	04/02/26 Public Works Bathrooms 3/2026	40.00		PARKS	1000 411253	357	101000
53403		1514 Verizon Wireless	430.19					
		7 laptops						
		5 pd cams						
	03/20/26	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	03/20/26	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	03/20/26	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	03/20/26	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	03/20/26	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	03/20/26	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	03/20/26	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	03/20/26	451-3287 PDCam1	30.02		POLICE	1000 420100	345	101000
	03/20/26	451-3386 PD Cam2	30.02		POLICE	1000 420100	345	101000
	03/20/26	451-3514 PD Cam3	30.02		POLICE	1000 420100	345	101000
	03/20/26	451-3595 PD Cam4	30.02		POLICE	1000 420100	345	101000
	03/20/26	451-3731 PD Cam5	30.04		POLICE	1000 420100	345	101000
53404		547 WY Chamber of Commerce	1,761.19					
	towy032026	03/10/26 2/26 ReimburseCleaning/sup	1,761.19		CHMBER	1000 411257	357	101000
53406	E	2323 Montana Department of Revenue	81.58					
	06 Police	03/30/26 Police Station Addition	81.58		POLICE	1000 411258	920	101000
53407		3425 Bridger Built, LLC	8,075.92					
	06 Police	03/30/26 Police Station Addition	8,075.92		POLICE	1000 411258	920	101000
53408		2455 Tri State Excavating, LLC	4,902.51					
	18919SFEB	03/06/26 FebSnowremoval	4,902.51		STREET	1000 430200	357	101000
53409		2099 Quick Print of West Yellowstone	128.55					
	21879	03/05/26 Street signs	93.80		STREET	1000 430200	243	101000
	21917	03/17/26 Scan/fax documents	34.75		ADMIN	1000 410210	220	101000

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53410		1142 Midwest Welding & Machine, Inc.	1,219.33					
	26605	03/13/26 Vehicle Repairs	1,219.33		STREET	1000 430200	361	101000
53411		3499 BROADWATER EQUIPMENT SERVICES	2,533.93					
	1238	03/25/26 Equipment Repair	2,293.35		STREET	1000 430200	369	101000
	1239	03/25/26 Equipment Repair	240.58		STREET	1000 430200	369	101000
53412		2800 RDO Equipment Co.	1,404.87					
	5735612	03/25/26 Equipment Repairs	1,404.87		STREET	1000 430200	369	101000
53413		65 Tractor & Equipment	1,731.40					
	3157878	03/25/26 Equipment Repairs	211.98		STREET	1000 430200	369	101000
	3155242	03/20/26 Equipment Repairs	436.60		STREET	1000 430200	369	101000
	3149736	03/12/26 Equipment Repairs	1,082.82		STREET	1000 430200	369	101000
53414		3365 Joe Johnson Equipment	420.38					
	P03756	03/30/26 Equipment Repairs	420.38		STREET	1000 430200	369	101000
53415		3547 IMEG Consultants Corp.	5,196.00					
	25006740-4	03/24/26 WWTP ProfessionalServices	5,196.00		WWTP	5320 430640	940	101000
53416		2854 Mountain Alarm	159.33					
	7998998	04/01/26 AlarmMonitoring4/26-6/26	159.33		TWNHLL	1000 411250	340	101000
53417		2937 CINTAS First Aid & Safety	278.41					
	5312696509	01/14/26 First Aide Supplies	278.41		STREET	1000 430200	220	101000
53418		999999 MARIELLA RESENDIZ	350.00					
	03/30/26	RefundPovahdeposit-Resendiz	350.00		POVAH	2210 214001		101000
53419		764 General Distributing Co.	92.75					
	1619888	03/31/26 Welding Supplies	92.75		STREET	1000 430200	231	101000
53420		3422 Sprinter Heating & Air LLC	1,203.07					
	23829	03/15/26 NewTherostat	1,203.07		TWNHLL	1000 411250	357	101000
53421		3339 iWorQ	2,000.00					
	215709	04/01/26 PermitManagement 5/26-4/27	2,000.00		BULDIN	1000 420531	216	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53422		1622 CNA Surety	1,000.00					
	69515109-2	03/01/26 FinanceDirSuretyBond	1,000.00		FINADM	1000 410510	520	101000
53423		2491 MMIA	1,500.00					
	DR1005890	03/31/26 InsuranceClaim	1,500.00*		LBLTY	1000 510330	513	101000
53424		1454 Bozeman Daily Chronicle/Big Sky	120.00					
	720949	03/09/26 PubHearAmendVariance	60.00		ADMIN	1000 410210	327	101000
	728061	03/24/26 PubHearOrd#281ZoneMap	60.00		ADMIN	1000 410210	327	101000
53425		54 Bozeman Daily Chronicle	297.40					
		03/01/26 LibrarySubscription	297.40*		LIBRY	2220 460100	330	101000
53426		2481 Platt	1,980.38					
	7E40928	03/23/26 Street Lights	1,496.42*		STRLGH	1000 430263	938	101000
	7E44831	03/23/26 Library Lights	483.96		LIBRY	1000 411259	357	101000
53427		99943 Brenda Phillips	427.20					
		03/18/26 APCOTraining-Phillips	427.20		DSPTCH	1000 420160	370	101000
53428		2952 DIS Technologies	1,137.50					
	18218	01/26/26 CameraReplacement	1,137.50*		POLICE	1000 420230	390	101000
53429		3268 Libdata	500.00					
	6601	02/04/26 Yearly Fee Self Hosted	500.00*		LIBRY	2220 460100	355	101000
53430		533 Market Place	2,141.84					
		03/02/26 FoodBankSupplies	269.69*		HELP	7010 450135	220	101000
		03/10/26 FoodBankSupplies	1,389.71*		HELP	7010 450135	220	101000
		03/19/26 FoodBankSupplies	482.44*		HELP	7010 450135	220	101000
53431		2899 IAPE, Inc.	850.00					
	LI1264362	02/11/26 Training - White	425.00		POLICE	1000 420100	380	101000
	LI1264363	02/11/26 Training - Wegener	425.00		POLICE	1000 420100	380	101000
53432		2856 DANA Safety Supply, Inc.	471.93					
	998907-A	02/04/26 Sm Item Equipment	471.93		POLICE	1000 420100	212	101000
53433		2537 Balco Uniform Co., Inc.	807.48					
	86564-4	02/17/26 Uniform-Nickolaus	317.90*		POLICE	1000 420100	226	101000
	86564-2	01/30/26 Uniform-Nickolaus	91.43*		POLICE	1000 420100	226	101000
	86505-3	02/24/26 Uniform-Wegener	398.15*		POLICE	1000 420100	226	101000

04/03/26  
13:59:00

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 4/26

Page: 8 of 9  
Report ID: AP100

FSB - Operating account  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53434		3003 Kyle Tanner	345.00					
	03/13/26	BuildingConference-Tanner	345.00		BULDNG	1000 420531	370	101000
53435		3561 Pine Cove Consulting, LLC	36,975.68					
	26688C 03/23/26	KeylessEntryPolice	11,639.30		POLICE	1000 411258	920	101000
	26687C 03/23/26	KeylessEntryTownHall	13,839.58*		TWNHLL	1000 411250	920	101000
	26689C 03/23/26	KeylessEntryPovah	11,496.80*		POVAH	1000 411255	920	101000
53436		3315 IAS EnviroChem	1,582.00					
	2601434 03/18/26	Sewer Testing Fees	1,582.00		SEWER	5310 430600	348	101000
53438		2952 DIS Technologies	1,962.74					
	18584 03/23/26	1 year subscriptionfor Security	109.99		LIBRY	2220 460100	216	101000
	18607 03/25/26	IT Support	1,852.75*		ITLIBR	2220 460100	355	101000
53439		3452 Local Government Services	1,095.00					
	03/09/26	Fees	1,095.00*		5325	1000 410510	631	101000
53440		2751 Gallatin County Justice Court	885.00					
	03/29/26	BondPassThrough-Holland	885.00		COURT	7469 213000		101000
53441		3020 COLJ Conference Registration -	300.00					
	04/01/26	Judge's ConferenceBillings	300.00		COURT	1000 410360	380	101000
53442		3402 COLJ Conference	250.00					
	04/01/26	CourtClerk'sConferenceGreatfal	250.00		COURT	1000 410360	380	101000
53443		999999 ETHAN WYATT WEIK	100.00					
	04/02/26	Exonerated Bond-Weik	100.00		COURT	7469 212401		101000
53444		3205 Peak Software Systems, Inc.	3,941.11					
	029756 03/26/26	SportsmanSummerRecSoftware	4,063.00*		SUMREC	1000 460449	355	101000
	029756 03/26/26	Discount	-121.89*		SUMREC	1000 460449	355	101000
53445		3484 Sweet Electric LLC	20,369.42					
	1178 03/21/26	RepairtoIris LiftStation	20,369.42		SEWER	5310 430600	357	101000
		# of Claims	60	Total:	1129,406.18			
			Total Electronic Claims	9,283.96	Total Non-Electronic Claims	1120122.22		

---

Fund/Account	Amount
1000 General Fund	
101000 CASH	116,291.46
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	3,205.65
2850 911 Emergency	
101000 CASH	3,196.27
4030 80-acre Development	
101000 CASH	21,532.50
5210 Water Operating Fund	
101000 CASH	585.42
5310 Sewer Operating Fund	
101000 CASH	28,323.91
5320 Sewer Replacement Depreciation Fund	
101000 CASH	925,434.40
7010 Social Services/Help Fund	
101000 CASH	2,141.84
7202 TBID Agency Fund	
101000 CASH	26,184.73
7458 Court Surcharge HB176	
101000 CASH	420.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	510.00
7469 City Court - Judge Jent	
101000 CASH	985.00
7699 Victims Assistance Program	
101000 CASH	245.00
Total:	1,129,406.18



# Town of West Yellowstone Business License Application

Business Name: El Cubano LLC  
 Applicant: Ernesto Romero Rivero  
 Contact Person: Ernesto Romero Rivero  
 Mailing Address: P.O. Box 1501 West Yellowstone MT 59758  
 Physical Address of Business: Mobile Food truck - various locations within West Yellowstone  
 Phone Number: 406 548 7674 Fax Number: \_\_\_\_\_  
 Email Address: elcubanoFoodtruckllc@gmail.com Website: \_\_\_\_\_

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

Subdivision: Old Town  
 Block: 28 Lot: 12013

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.

Mobile Food Truck serving Cuban sandwiches, Frita, and hot food. One mobile unit with commercial kitchen equipment. No seating. Operating seasonally within West Yellowstone

Business License Fee: \$ \_\_\_\_\_  
 Resort Tax Bond: \$ \_\_\_\_\_

Ernesto  
 Signature of Applicant

Total Amount Due: \$ \_\_\_\_\_

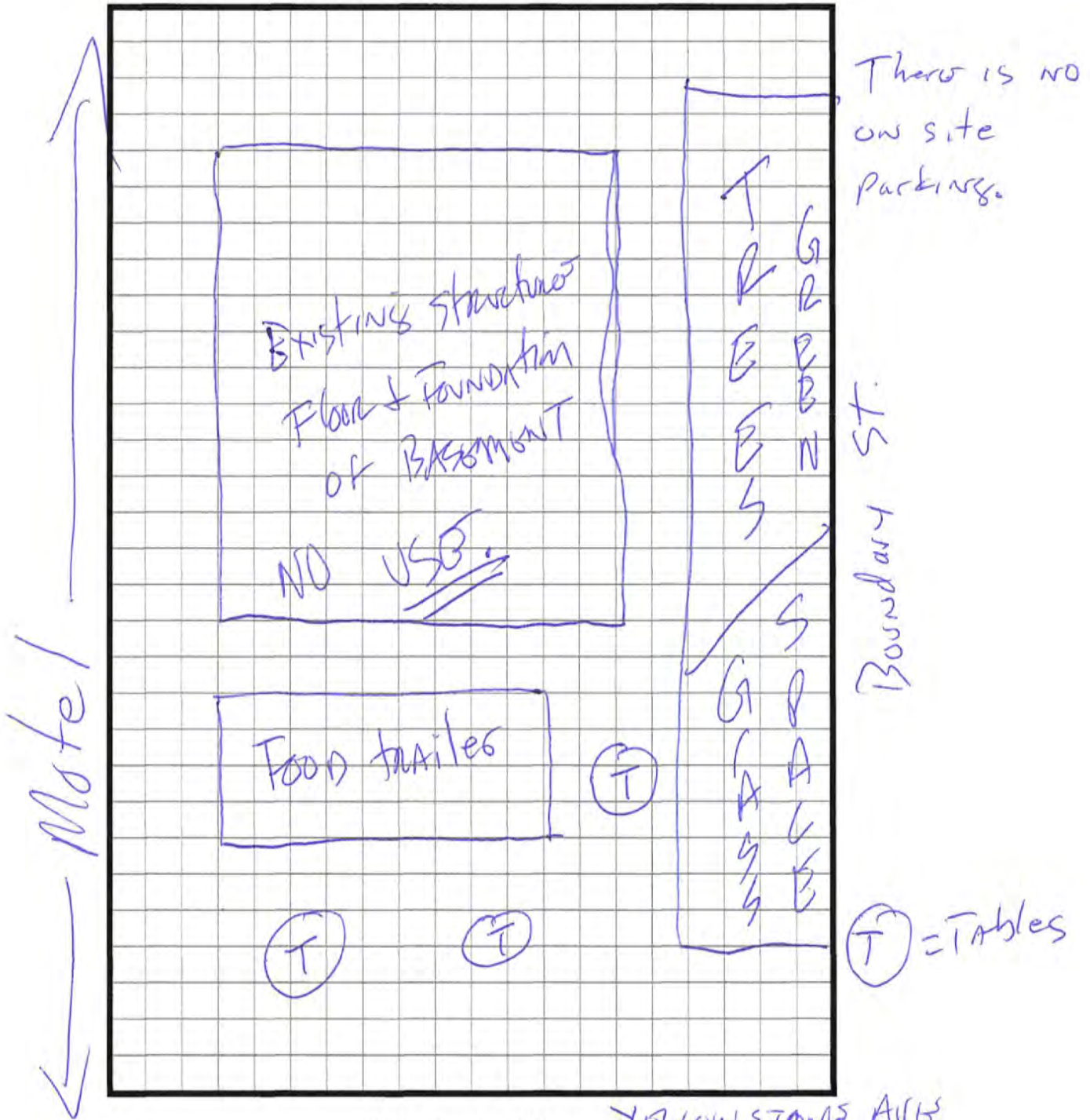
Signature of Applicant

Date

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

# Site Plan

Business Name: EL CUBANO LLC (renting space from Cole Parker)  
 Business Owner: Cole Parker  
 Business Street Address: 3 Yellowstone Ave  
 Block: 28 Lot: 14 Subdivision: OLD TOWN



Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

## **Chapter 5.30**

### **MOBILE FOOD VENDORS**

Sections:

#### [5.30.010 Definitions.](#)

#### [5.30.020 Requirements.](#)

##### **5.30.010 Definitions.**

"Mobile food vendor (MFV)" is a licensed, motorized vehicle or mobile food unit, including any readily movable wheeled cart, van/bus or trailer, which is temporarily stored on privately owned property where food items and nonalcoholic beverages are sold to the general public. MFVs are permitted only in the B-3 zoning district. (Ord. 274 §1, 2023; Ord. 259 §1(1), 2016)

##### **5.30.020 Requirements.**

A. All MFVs must meet the following requirements before a business license will be issued:

1. The MFVs must be located on privately owned property and must have written permission from the property owner to occupy the property.
2. All facilities and equipment used by the vendor shall be portable and shall not be located permanently on the site.
3. Seating. Each MFV may have up to ten seats before parking spaces are required. Each additional five seats will require proof of one designated parking space on the property. Seating shall not encroach upon any public right-of-way.
4. Each MFV must be fully self-contained. No permanent water or sanitary sewer hookup will be allowed. Connections to the electrical service on the property on which the MFV is located may be allowed by the property owner. The MFV must have written permission from an owner of restroom facilities for customers and employees to use such facilities.
5. All areas within five feet of the MFV must be kept clean. Grease and liquid waste must be disposed of as set out in the approved business plan and nowhere else. Grease shall not be dumped onto the ground surface or into the sanitary sewer system. Final disposal facilities for garbage, grease, and other waste material must be identified by the MFV and approved by the town and used.
6. At the end of each day of operation, the MFV will be cleaned and secured and no trash receptacles shall be left outside. There shall be no outdoor amplification pursuant to





# RETAIL FOOD LICENSE APPLICATION

**MONTANA DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES  
ENVIRONMENTAL HEALTH AND FOOD SAFETY SECTION**

- |  |
|--|
| <input type="checkbox"/> Small (Operating with 2 employees or less): \$150<br><input checked="" type="checkbox"/> Medium (Operating with 3 to 9 employees): \$225<br><input type="checkbox"/> Large (Operating with 10 or more employees): \$275<br><input type="checkbox"/> One Stop License? (Fees collected by Department of Revenue- ONE STOP) |
|--|

**PLEASE PRINT**

Check # 938192 Amount: 225

Licensee (Operator/Owner) Name: El Cubano LLC

Establishment Name: El Cubano

Establishment Location Address: 220 Boundary St Apt 1

City: West Yellowstone Zip Code: 59758 County: Gallatin

Mailing Address (if different from above): P.O. Box 1501

City: West Yellowstone State: MT Zip Code: 59758

Contact Telephone: (406) 548-7674 Contact FAX: ( ) Email: ernestrumpet86@gmail.com

*I hereby certify that the information I have supplied above is true and correct.*

Licensee Signature:  Date: 03/23/2026

**Regulatory authority must submit applications with fees to DPHHS/FCSS.  
DPHHS will not accept license applications directly from applicants.**

***This Section is to be completed and signed by the Regulatory Authority Only!***

Type of Establishment: (Check one or more – fee same regardless of number checked)

- |   |  |
|---|--|
| <input type="checkbox"/> Food Service Establishment<br><input type="checkbox"/> Tavern or Bar<br><input type="checkbox"/> Meat Market (Onsite Retail Only)<br><input type="checkbox"/> Bakery (Onsite Retail Only)<br><input type="checkbox"/> School Cafeteria<br><input type="checkbox"/> Food Manufacture (Onsite Retail Only) | <input type="checkbox"/> Water Hauler<br><input type="checkbox"/> Perishable Food Dealer (Retail only)<br><input type="checkbox"/> Food Service/Catering (Retail)<br><input type="checkbox"/> Food Service/Delicatessen (Onsite Retail)<br><input type="checkbox"/> Produce (Onsite Retail Only)<br><input checked="" type="checkbox"/> Mobile |
|---|--|

Water Supply:

- Public, PWSID # MT0003136  
 Private, Test Results Satisfactory?  Yes  No

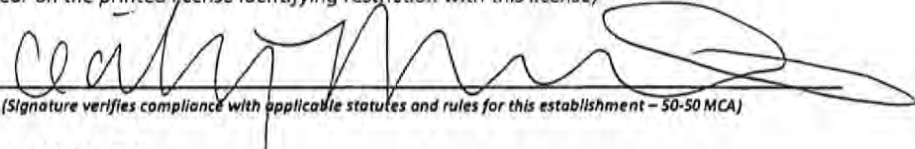
Risk Code: 3-F2

Previously Licensed:  No  Yes Former name of Establishment: \_\_\_\_\_

Previous License Number: \_\_\_\_\_ Last Calendar Year Licensed: \_\_\_\_\_

License Limitations and Restrictions: \_\_\_\_\_

*(The above statement will appear on the printed license identifying restriction with this license)*

SIGNATURE OF REGULATORY AUTHORITY:   
(Signature verifies compliance with applicable statutes and rules for this establishment – 50-50 MCA)

PRINTED NAME OF REGULATORY AUTHORITY: Cecily Munro R.S.

DATE: 3/23/26 COUNTY: Gallatin

\*\*\*\*\* Please do NOT staple check or money order to this license application \*\*\*\*\*

E-13 0025

# Pre-Engineered Restaurant Fire Suppression Systems Report

SERVICE COMPANY



**Alpha Fire Equipment Corp.**  
 7346 NW 8 Street, Miami, FL 33126  
 Tel 305.278.3480  
 alphafirecorp@hotmail.com  
 LIC# 95463500012002

DATE OF SERVICE <b>DC 3, 2025</b>		TIME <b>11:30</b>	A.M. <input checked="" type="checkbox"/>	PM <input type="checkbox"/>
ANNUAL <input type="checkbox"/>	SEMI-ANNUAL <input checked="" type="checkbox"/>	RECHARGE <input type="checkbox"/>	INSTALLATION <input type="checkbox"/>	RENOVATION <input type="checkbox"/>
LOCATION OF SYSTEM CYLINDERS <b>SIDE KITCHEN AREA</b>				UL 300 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
MANUFACTURER <b>KUMHOVE</b>	MODEL NUMBER <b>PFR-10</b>	WET <b>YES</b>	DRY CHEMICAL <b>—</b>	
CYLINDER SIZE MASTER <b>PFR-10</b>	CYLINDER SIZE SLAVE <b>—</b>	CYLINDER SIZE SLAVE <b>—</b>		
FUSE LINKS 360° F. <b>YES</b>	FUSE LINKS 450° F. <b>YES</b>	FUSE LINKS 500° F. <b>—</b>	OTHER <b>—</b>	
FUEL SHUT-OFF <b>YES</b>	ELECTRIC <b>N/A</b>	GAS <b>PROP</b>	SIZE <b>3/4</b>	
SERIAL NUMBER <b>94268F6</b>	LAST HYDRO TEST DATE <b>07/25</b>	LAST RECHARGE DATE <b>07/25</b>		
MANUFACTURER'S MANUAL REFERENCE				
PAGE NUMBER: <b>—</b>		DRAWING NUMBER: <b>—</b>		DATE: <b>—</b>

Name <sup>CUSTOMER</sup> **EL CUBANO FOOD TRUCK**

Address **565 W 26th ST**

City **Hialeah** State **FL** ZIP **33010**

Telephone **406 548 7674** Store No. **—**

Owner or Manager **ERNESTO ROMERO**

**COOKING APPLIANCE LOCATIONS: LEFT TO RIGHT**

<b>FRYER</b> ←	<b>FRYER</b> ←	<b>RANGE (4)</b> —	<b>—</b> —
-------------------	-------------------	-----------------------	---------------

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. All appliances properly covered w/correct nozzles <input checked="" type="checkbox"/></li> <li>2. Duct and plenum covered w/correct nozzles <input checked="" type="checkbox"/></li> <li>3. Check positioning of all nozzles. <input checked="" type="checkbox"/></li> <li>4. System installed in accordance w/MFG UL listing <input checked="" type="checkbox"/></li> <li>5. Hood/duct penetrations sealed w/weld or UL device <input checked="" type="checkbox"/></li> <li>6. Check if seals intact, evidence of tampering <input checked="" type="checkbox"/></li> <li>7. If system has been discharged, report same <input checked="" type="checkbox"/></li> <li>8. Pressure gauge in proper range (If gauged) <input checked="" type="checkbox"/></li> <li>9. Check cartridge weight (If applicable) <input checked="" type="checkbox"/></li> <li>10. Hydrostatic test date <input checked="" type="checkbox"/></li> <li>11. 6 year maintenance date <input checked="" type="checkbox"/></li> <li>12. Inspect cylinder and mount <input checked="" type="checkbox"/></li> <li>13. Operate system from terminal link <input checked="" type="checkbox"/></li> <li>14. Test for proper operation from remote <input checked="" type="checkbox"/></li> <li>15. Check operation of micro switch <input checked="" type="checkbox"/></li> <li>16. Check operation of gas valve <input checked="" type="checkbox"/></li> <li>17. Clean nozzles <input checked="" type="checkbox"/></li> <li>18. Proper nozzle covers in place <input checked="" type="checkbox"/></li> <li>19. Check fuse links and clean <input checked="" type="checkbox"/></li> </ol> | <ol style="list-style-type: none"> <li>20. Replaced fuse links <input checked="" type="checkbox"/></li> <li>21. Check travel of cable nuts/S-hooks <input checked="" type="checkbox"/></li> <li>22. Piping &amp; conduit securely bracketed <input checked="" type="checkbox"/></li> <li>23. Proper separation between fryers &amp; flame <input checked="" type="checkbox"/></li> <li>24. Proper clearance-flame to filters <input checked="" type="checkbox"/></li> <li>25. Exhaust fan in operating order <input checked="" type="checkbox"/></li> <li>26. All filters in place <input checked="" type="checkbox"/></li> <li>27. Fuel shut-off in on position <input checked="" type="checkbox"/></li> <li>28. Manual &amp; remote set/seals in place <input checked="" type="checkbox"/></li> <li>29. Replace systems covers <input checked="" type="checkbox"/></li> <li>30. System operational &amp; seals in place <input checked="" type="checkbox"/></li> <li>31. Slave system operational <input checked="" type="checkbox"/></li> <li>32. Clean cylinder &amp; mount <input checked="" type="checkbox"/></li> <li>33. Fan warning sign on hood <input checked="" type="checkbox"/></li> <li>34. Personnel instructed in manual operation of system <input checked="" type="checkbox"/></li> <li>35. Proper hand portable extinguishers <input checked="" type="checkbox"/></li> <li>36. Portable extinguishers properly serviced <input checked="" type="checkbox"/></li> <li>37. Service &amp; Certification tag on system <input checked="" type="checkbox"/></li> </ol> |
|---|---|

COMMENTS: \_\_\_\_\_

On this date, this pre-engineered fire suppression system was inspected and operationally tested in accordance with the fire suppression system requirements of NFPA17 or 17A, 96 and the manufacturer's manual with the results indicated above.

<b>X</b> <b>J. B. W. 7567500032002</b>	<b>12/25</b>	<b>11:30</b>	<input checked="" type="checkbox"/>		<b>[Signature]</b>	
SERVICE TECHNICIAN	PERMIT NO.	DATE:	TIME:	AM	PM	CUSTOMER'S AUTHORIZED AGENT

The above service technician certifies that the system was personally inspected and found conditions to be as indicated on this report.



## MOBILE FOOD VENDOR CHECKLIST

1 – Completed business license application. MFV must be located in the B-3 zoning district on private property. The Application must have a signature from the owner or legal representative of the property and include a site plan that is drawn to scale. Application must also include a business plan that addresses garbage disposal, signage, water sources, wastewater dumping, grease disposal, utility plan, and restroom access.

2 – The MFV must be inspected by the Building Inspector/Code Compliance. The Inspector will ensure that all facilities and equipment are portable and self-contained. Seating for up to 10 patrons may be provided. If the MFV has seating for more than ten people, an on-site parking space must be provided for every five additional seats. The Inspector will review trash disposal, signage, and access to public restrooms. The MFV must have written permission from the owner of restroom facilities for customers and employees to use such facilities.

3 - The MFV must be inspected by the Public Services Director for presence of a grease trap, disposal of grease, sanitary water connection, and disposal of wastewater. No permanent water or sanitary sewer connections are allowed. Wastewater must be disposed of at a licensed dump facility.

4 – The MFV must be inspected by the Hebgen Basin Fire Department. HBFD will inspect electrical connections, utilities, fire code compliance.

5 – Proof of licensing from the Gallatin County Health Department

6 – Payment of fees

\$50 business license fee

\$500 resort tax bond (refundable)

\$200 annual MFV permit fee

\$150 sign permit, if required

### Contact Information

KC Tanner, Building Inspector/Code Compliance

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

(406) 640-0141

Jon Brown, Public Services Director

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

(406) 640-7547

✓ Hebgen Basin Fire District

[sgrube@hbrfd.com](mailto:sgrube@hbrfd.com) or [bizmgr@hbrfd.com](mailto:bizmgr@hbrfd.com)

(406) 646-9094

**Town of West Yellowstone**  
**Town Council Meeting**  
**March 17, 2026**

TOWN COUNCIL MEMBERS PRESENT: Mayor Travis Watt, Brian Benike, Brock Wilson, Greg Forsythe by Zoom, Julia Wittmer by Zoom

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Director Jon Brown, Town Attorney Jane Mersen by Zoom

The meeting is called to order by 2026 Mayor Travis Watt at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

**WORK SESSION**

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Mayor Watt calls the meeting to order. The purpose of the work session is to discuss the development of the preliminary plat for the 80 acres and then the roof for the Mammoth Room at the Union Pacific Dining Lodge. Scott Mahurin and Jim Hageman of TD&H Engineering are present to discuss both projects. Hageman describes the first phase of development for the 80 acres, which will include high density housing with up to 420 units, open space, and transitional districts. He explains that they propose developing four blocks for the housing area that will tie into the existing streets and infrastructure. He describes the infrastructure including street widths, sidewalks, and parking lanes. He points out that the open space area to the south will preserve the existing trees and provide access to the Shortline Trail and storm drainage area. He explains that the preliminary plat application was submitted to the Town February 27, 2026. The Town Planner informed them that the application is sufficient as of March 5, 2026. Preliminary engineering plans were reviewed with Public Works on March 10, 2026. He explains that the application is a 800-page document that includes platting materials, engineering and mapping, impact analysis reports and supporting materials. He emphasizes that the purpose of this application is to enable the Town to move forward with developing each block. He outlines the next steps for finalizing the preliminary plat application and advance utility planning for DEQ. He says that the application will be used as the foundation for future block-specific applications.

Scott Mahurin, Structural Engineer for TD&H, addresses the Council regarding the roof structure for the Mammoth Room of the Union Pacific Dining Lodge. He reports that the building was built in the 1920s and is really unique. He explains that the roof structure was built to 75 pounds per square foot (psf). He says that the general recommendation for the West Yellowstone area is 114 psf. He explains that currently, during typical winters, the Town clears snow from the roof a couple times per year. He says that a previous engineer evaluated the roof and proposed replacing existing trusses and beams while leaving existing rafters. He says that TD&H conducted an evaluation. He explains that the evaluated the rot on the exterior beams but concluded it is contained to the exterior logs. TD&H's analysis is that the existing trusses appear to be adequate but the existing beams and purlins are severely undersized. They recommend leaving the existing trusses in place save the one that is undersized, replace the existing beams and purlins, follow recommendation from SHPO (State Historical Preservation Office) to reuse existing materials. He says they respect the goal of SHPO, but further conversations will need to be had to accomplish the project and preserve the historic character. He says they engaged with Langlas Construction to get an idea of what the project would cost and the estimate is \$3.6 million-which does not account addressing the single truss, contingency, or inflation. He points out some potential challenges and concerns that will go along with a 100-year-old building including seismic concerns and construction sequencing. Benike asks about the ramifications of taking the building off of the historic registry. Trent Redfield, Executive Director for the Yellowstone Historic Center explains that the building is part of an entire district that is designated. He also says that there has been some federal funding used on the building that includes long-term requirements. SJ Sheperd comments on possible other approaches to the project.

**Public Comment**

No public comments are received

### **Council Comments**

Mayor Watt commends both the high school girls and boys basketball teams which qualified for the state tournament last week and had a great showing. This year is the first time the boys team has ever qualified and only the third time every for the girls.

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

Planning Consultant Scott Hazelton describes the project and two variance requests. The hotel was originally constructed in the 1950s but fell into disrepair which led to the business license being expired for over a year and a loss of the non-conforming status for the property. The variance requests are to reduce the total number of required spaces to seven and waive the requirement that 80% of the parking spaces be located on-site. Mayor Watt reads the hearing notice. The hearing was advertised in the Bozeman Chronicle, online, and posted publicly. Mayor Watt invites any public comment. Fire Chief Shane Grube questions parking space #7 and says they have denied parking spaces located like that for other businesses. Mitch Albin clarifies that if they do not allow that space, then there are only six spaces provided. SJ Shepherd asks if the site plan is available to the public. The site plan is in the packet addendum that is posted online. She also asks about the cost of purchasing parking through the cash in lieu process. The hearing is closed at 7:27 PM.

### **ACTION TAKEN**

---

- 1) Motion carried to approve claims, which total \$1,022,263.74. (Benike, Wilson) Forsythe abstains from claim #53282 for \$1164.15 to West Mart Building Center.
- 2) Motion carried to approve the business license for Worth It Enterprises, Inc., DBA Lodgrpole Cabins for a nightly rental business and waive the resort tax bond. (Benike, Wilson)
- 3) Motion carried to approve the minutes from the March 7, 2026 Town Council meeting and making the correction that Brock Wilson was not present. (Benike, Wilson)
- 4) Mayor Watt moves to approve the Sleepy Hollow Motel Variance Number 2, finding that the proposed variance is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. Motion finds 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. Watt moves to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for Variance Number 2. (Watt, Forsythe) Wilson and Benike are opposed, Watt, Forsythe and Wittmer are in favor, motion passes.
- 5) Motion carried to approve the Outside Amplification Permit for the No Kings event on March 28, 2026 from 10 AM until 12 Noon. (Benike, Wilson)
- 6) Motion carried to approve the Marketing and Promotions Fund Recommendation to award \$12,965.00 to the West Yellowstone Festival 2026. (Benike, Wilson)
- 7) Motion carried to approve the Marketing and Promotions Fund Recommendation for award \$15,000 to the 2026 Wretched Mess Fest. (Wilson, Benike)
- 8) Motion carried to approve the submission of the T Mobile Home Town Grant for \$50,000 for the purpose of expanding traffic calming measures in the community. (Wilson, Benike)
- 9) Motion carried to approve the traffic calming project as proposed by the Western Transportation Institute, not to exceed \$9,995.93.

### **DISCUSSION**

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- 4) Mayor Watt makes a motion to approve the second variance with no amendments. Benike questions whether they should approve the variance when other properties have had to comply with the same regulations. Wittmer agrees with Benike. Forsythe agrees that they have regulations for a reason, but points out that this property is not new construction but it is a remodel. He says that if they are going to make these requirements on this property, then are they ready to hold all future applicants to the same standard. He says that he thinks this property should be grandfathered and recognizes that the owner has made effort to comply and improve the property. Watt comments that this is not a new business or expansion and does think it is a unique and hardship on the owner. SJ Shepherd says that the map that shows the parking spaces was not included in the Town Council packet. The staff clarifies that the parking plan was included in the packet addendum and posted on the Town website. Shepherd also questions whether the update of the zoning code affects the non-conforming status of the property. Walker responds that the property became non-conforming when the first parking ordinance was adopted in the 1990s. The business license for the property was expired for over a year and therefore lost the non-conforming status. Ryan Callahan, owner and applicant, explains the process he has followed to attempt to remodel and revitalize the property. He clarifies that the property has historically had 13 rooms and one residence. He says that when they originally started the process to permit the project, they were told it could be renewed. They met with the DRG group and were advised they were able to proceed. Following that meeting, they were contacted by the Town Planner and informed that due to the lapse of the business license, they had lost the non-conforming status. This past November, they applied for a variance to reinstate the non-conforming status and a variance for the parking. Those requests were not approved and they have been working with the town since then to come up with a solution. Callahan also explains that they are also intend to remove the existing propane tank that sits out in the interior park, but that will free up more space. Albin asks questions about the cash in lieu process and purchasing parking spaces. Ryan Callahan also clarifies that parking spot #7 will be accessed from the alley, so it will not eliminate parking on Electric Street. Shepherd appreciates the historical value of the property when so many properties in the community are being replaced by large hotels. Shepherd also questions whether parking spaces may be accessed through the interior park. Walker responds that the Town does allow parking spaces that are accessed from the interior park but the Town will not guarantee snow removal to allow that access. Benike says that he thinks a property should be able to provide at least half of the required parking. Wittmer says she is on the fence about this one as she also recognizes the historical value of the property.
- 6-7) John Greve, Secretary for the Marketing and Promotions Fund Advisory Board addresses the Council. Greve explains that based on funds that are being returned to the fund from the Yellowstone Ski Festival event that was cancelled last fall, they had enough left in the fund for both events. Greve briefly describes that West Yellowstone Festival, scheduled for July 31-August 1, 2026 and the Wretched Mess Fest September 11-12, 2026.
- 8) Wittmer explains that if they receive this grant, they will use it to mitigate traffic in the area of Gibbon and Highway 191. Brown adds that public works supports these efforts in other parts of Town and supports the effect they have slowing down speeding vehicles.
- 9) Finance Director Katie Thompson explains that this proposal is to increase safety around Pioneer Park on Highway 191, Canyon Street, and Gibbon by studying the area this spring and recommending traffic calming measures. Thompson says that this project will be similar to the first study the Western Transportation Institute (WTI) did on Highway 20. That study was funded through grant money that WTI was able to obtain. The proposal is for the Town to fund the study of the Highway 191/Gibbon/Canyon area and they will spread the cost over two budget years.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that they interviewed six candidates for the position of police officer last week. They made a conditional offer to one candidate that has been accepted so they will move forward with background and qualification investigations. He reports that they posted the regular position of Chief of Police internally through this Friday, March 20, 2026. They will conduct interviews next week. He reports that TD&H has conducted evaluations on the

wastewater RIBs (rapid infiltration basins) and sewer lift station and will report back on the next steps. The wellhouse and police station office remodel projects are nearly completed. The streetlight replacement project will start in April. He reports on a meeting with Scott Hazelton last week regarding the zoning permit process and changes they are making to make that process more efficient. The open house for the Parks Plan was also held last week. They received comments and will present another open house in May or June. The housing needs assessment that was conducted by NRMEDD (Northern Rocky Mountain Economic Development District) has been completed and is posted on the Town's website. Wylie Phillips of NRMEDD will be at the community housing meeting next week to discuss the assessment and he will make a presentation on the 80 acres development. He reports that he and Mayor Watt met with representatives of Hebgen Basin Fire District last week and they are working through funding options based on needs of the district. Walker shares a letter of commendation for Public Services Superintendent Jon Brown from resident Stan Hansen. Council Member Forsythe inquires about when the Council will receive more information about the meetings with the Fire Department. Walker explains that the committee agreed to work through the issues. He says that once they come to an agreement, both sides will take it back to their respective boards for ratification.

- B) Wilson reports that the Parks & Recreation Advisory Board did meet before the open house and discussed the process. Wittmer reports that BIAB met and there are two agenda items later tonight that came from the board. Forsythe says the Council approved the request from Billings Clinic and says that they will make more progress next year. Watt says that the Marketing and Promotions Fund Advisory Board also met and those recommendations will be considered later in the meeting.

The meeting is adjourned at 8:25 PM.

---

Mayor

ATTEST:

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Town Clerk

## Public works report

March 29<sup>th</sup> thru 2 April

RSCI contractors have been installing the following.

Installing wall system, ceiling panels, Electrical room partition wall, exterior trim out.

Thickener equipment and piping, installing influent and effluent samplers, lighting in thickener building. First Aeromod trip scheduled for the 7<sup>th</sup> April 9<sup>th</sup> I- MEG start up. Sulzer sub none clog pump start up April 10<sup>th</sup>

Broadwater Equipment repair is working on the pelican street sweeper.

Crews are installing benches on canyon Street and cleaning up parkway garbage.

Repairing pot holes in roads

Working with xylem on new control installation package for the Iris lift pump station this is the other phase of repair that needs to happen to insure proper function.

Repairing street signs, sweeping sidewalks with 904 cat sweeper and removing leftover snow on sidewalks.

Working on DMR's for the first quarter of 2026 to be submitted the DEQ.

Still working on CCR report for the EPA and DEQ

Working with Kyle scar from TD&H on the rapid infiltration basins deign at the wastewater facility.

Scheduling water tank to be cleaned this year getting bids.

We are already seeing an increase in dig line locates tickets for construction projects.

If you have any Questions please contact me

Jon Brown, Public works department.

## Elizabeth Roos

---

**From:** Dan Walker  
**Sent:** Friday, April 3, 2026 10:41 AM  
**To:** Elizabeth Roos  
**Subject:** FW: Library Report 4/3/2026

**From:** Michele DesRochers <mdesrochers@townofwestyellowstone.com>  
**Sent:** Friday, April 3, 2026 10:40 AM  
**To:** Dan Walker <dwalker@westyellowstone.gov>  
**Subject:** Library Report 4/3/2026

Hi Dan,

It was a quieter week at the library due to spring break. Megan was out of town early in the week, so there was no Storytime or Lego Club.

Most visitors were locals checking out books, using the WiFi, or working quietly. The 3D printer has been in high demand—running most of the week, producing dragons and boats of all kinds.

Samantha and I also had the opportunity to tour the wastewater system with Public Works. It was very impressive.

Michele DesRochers

Director

West Yellowstone Public Library

23 Dunraven St

West Yellowstone MT 59758

406-646-9017

## Elizabeth Roos

---

**From:** Dan Walker  
**Sent:** Friday, April 3, 2026 8:20 AM  
**To:** Elizabeth Roos  
**Subject:** FW: Bullet points 4/3/2026

**From:** Kyle Tanner <ktanner@townofwestyellowstone.com>  
**Sent:** Friday, April 3, 2026 7:54 AM  
**To:** Jon Brown <jbrown@westyellowstone.gov>; Dan Walker <dwalker@westyellowstone.gov>  
**Subject:** Bullet points 4/3/2026

Bullet points 4/3/2026

#1 4 day MT Building Codes Education Conference in Missoula

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

## Elizabeth Roos

---

**From:** Dan Walker  
**Sent:** Thursday, April 2, 2026 3:10 PM  
**To:** Elizabeth Roos  
**Subject:** FW: WYPD Weekly Update

**From:** Corey White <cwhite@townofwestyellowstone.com>  
**Sent:** Thursday, April 2, 2026 3:07 PM  
**To:** Dan Walker <dwalker@westyellowstone.gov>  
**Subject:** WYPD Weekly Update

### Weekly Police Department Report

To: Town Manager Dan Walker & Town Council

Date: April 2, 2026

This past week has remained relatively quiet in terms of overall activity within the town; however, our officers have continued to stay active and productive during the slower season. This time of year has allowed us to focus on internal improvements, organization, and preparation for the upcoming busy season.

Operationally, we completed the seasonal changeover by swapping winter tires out on all patrol vehicles to ensure readiness and safety for spring and summer conditions. Additionally, we conducted general housekeeping within the department, including continued organization of office spaces. The Chief's Office is now in the process of being fully moved into and set up for daily operations.

On the personnel side, the background investigation for a current officer candidate is ongoing. We are continuing active recruitment efforts to fill one open officer position and one dispatcher position. Maintaining adequate staffing remains a priority as we move toward the summer months.

In training updates, we have scheduled several upcoming training opportunities for our officers to continue building skills and maintaining certifications. Officer Curtis attended a Child Abuse Investigation class last week, further enhancing our department's ability to respond to sensitive cases involving children.

From a dispatch standpoint, Brenda is currently out on vacation for the next couple of weeks. Adele is scheduled to attend the Communications Academy beginning next week, which will further strengthen

our dispatch capabilities moving forward. Katrina has completed her training and is working her own shift.

Overall, while call volume has been lighter, we are taking full advantage of this time to improve organization, continue training, and ensure that the department is fully prepared for the increased demands of the upcoming busy season.

Respectfully,



Chief Corey White  
Badge#: 580  
West Yellowstone Police Department  
[124 Yellowstone Ave](#)  
[West Yellowstone, MT 59758](#)  
(406) 646-7600 fax (406) 646-7650

***Confidentiality notice:***

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HIGHLIGHTS MAR. 26<sup>TH</sup> – APR. 2<sup>ND</sup>

Lobby food visits – 35

Emergency food box provided – 1

Food donations – 2

Clothing bank visits – 9

Clothing bank donations – 4

Volunteers – 1

Computer usage – 3

Faxes for clients – 2

Copies Printed for clients – 2

Bus vouchers – 2

Hotel vouchers – 1

SHIP Counselor assistance – 1

Authorization forms created and sent to OPA – 2

Unemployment assistance – 1

Researching, organizing, and planning for the new year self-reliance class activities and mental Health Awareness online/in-person options for the community.



## **Week of 03.30.2026**

I was able to work with Carrie Coan and Dashelle Boucher, both with the Business Improvement Advisory Board, this week and completed the T Mobile grant. We requested \$50,000 for traffic calming placements, bear proof trashcans and some revitalization on some crosswalks.

I also submitted a Town Pump community grant to help pay for our fireworks show.

Even though resort tax was a little more this month, we are still down in comparison to last year.

Prepared for the work session and Town Council meeting for April 7<sup>th</sup>, 2026.

Met with Dan and Lila with HRDC to brainstorm on the potential partnership for the 80-acre development. They have seen a lot of different avenues that municipalities have taken over the years so they can help walk us through what ideas have worked and/or hardships that arose from those avenues.

Business license renewal happens next month; we are busy preparing for this massive undertaking every May. People have already started calling and want to renew early, please wait until you get your renewal notice so we can follow our procedures correctly.

Completed beginning of the month procedures for the Gibbon Ave project.

Special projects completed for staff.

Completed payroll.

1 **CHANGE ORDER NO. 4**

2 *This document is a modified version of EJCDC® C-941, copyright © 2018 by the National Society of*  
3 *Professional Engineers, American Society of Civil Engineers, and American Council of Engineering*  
4 *Companies, or is based in part on excerpts from EJCDC documents. Those portions of the text that*  
5 *originated in published EJCDC documents remain subject to the copyright.*

Owner:	Town of West Yellowstone	Owner's Project No.:	01-20-0046
Engineer:	Forsgren Associates, Inc. Record and Steel Construction, Inc.	Engineer's Project No.:	01-20-0046
Contractor:	RSCI	Contractor's Project No.:	565
Project:	West Yellowstone WWTP		
Contract Name:			
Date Issued:	April 7, 2026	Effective Date of Change Order:	April 7, 2026

6 The Contract is modified as follows upon execution of this Change Order:

7 **Description:**

8 The purpose of this change order is to add a new door and walkway on the south side of the building  
9 to improve access to the process area based on operational considerations identified during  
10 construction.

11  
12 The work includes furnishing and installing a man door in accordance with the contract documents  
13 and the attached Request for Change (RFC) #4, including associated hardware, signage, and metal  
14 framing. A new concrete pad will be constructed at the door location and integrated with the  
15 adjacent headworks pad, matching existing elevations and site grading. An additional walkway will  
16 be installed and connected to the existing handrail system to provide safe, direct, and code-  
17 compliant access to the new entrance inside the process area.

18  
19 This modification is intended to enhance operational efficiency, improve staff access, and support  
20 ongoing maintenance activities.

21  
22 Additional time is not requested for this modification because this is not required to be completed  
23 before substantial completion. If there are any unforeseen material delivery days, the days to final  
24 completion may be requested at a later date.

25  
26 RSCI's has provided documentation outlining the detailed pricing information, see PCO 565-010. All  
27 work performed by RSCI under this change order will be in accordance with the contract documents.

28  
29 **Attachments:**

30 Request for Change #4 – Additional Doorway

31 RSCI's West Yellowstone WWTP - PCO 565-010 - Additional Exterior Southside Door & Walkway  
32 document ( pages 1 – 14 inclusively)

**EJCDC-C-941  
CHANGE ORDER**

<b>Change in Contract Price</b>	<b>Change in Contract Times</b>
Original Contract Price: \$ <u>31,209,695.88</u>	Original Contract Times: Substantial Completion: <u>548</u> Ready for final payment: <u>578</u>
<b>Increase</b> from previously approved Change Orders No. 1 to No 2 \$ <u>65,457</u>	<b>Increase</b> from previously approved Change Orders No.1 to No. 2 : Substantial Completion: <u>14</u> Ready for final payment: <u>14</u>
Contract Price prior to this Change Order: \$ <u>31,300,592.88</u>	Contract Times prior to this Change Order: Substantial Completion: <u>562</u> Ready for final payment: <u>592</u>
<b>[Increase]</b> this Change Order: \$ <u>27,960</u>	<b>NA</b> this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price incorporating this Change Order: \$ <u>31,328,552.88</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>562</u> Ready for final payment: <u>592</u>

<p>Recommended by Engineer (if required)</p> <p>By: _____</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>April 7, 2026</u></p> <p style="text-align: center;"><u>Authorized by Owner</u></p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Accepted by Contractor</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><u>Approved by Funding Agency (if applicable)</u></p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

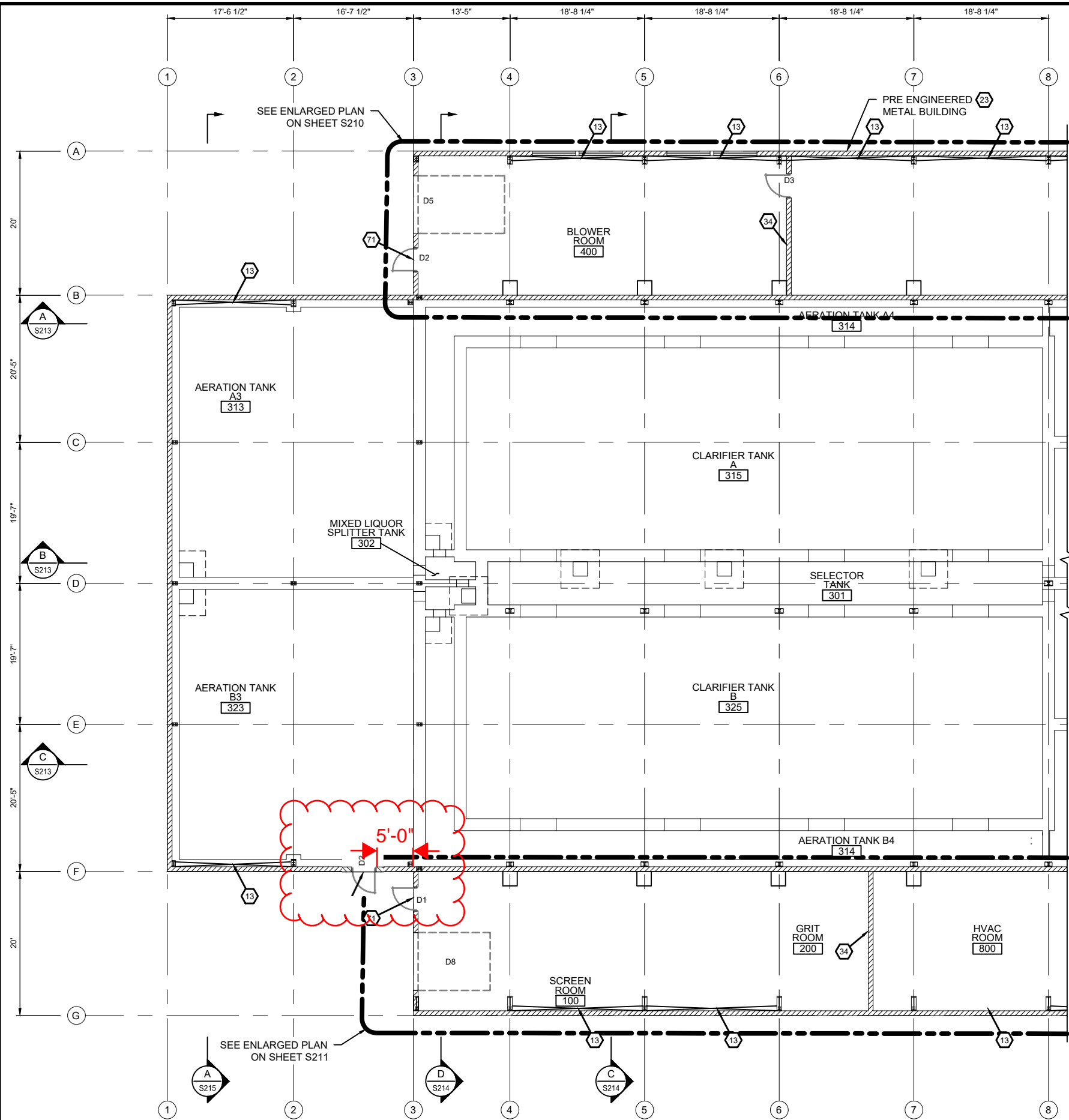
1

**END OF SECTION**





F:\Rexburg\OldFileStructure\West Yellowstone\1-20-0046 WWTP\9 CAD\Sheets\04 Structural\01-20-0046 S207.dwg - 4/3/2024 9:29 AM



**METAL BUILDING PLAN**  
SCALE: 1/8" = 1'-0"

**CONSTRUCTION NOTES**

- A. SEE STRUCTURAL NOTES ON S001, S002, S003, AND S004 FOR ADDITIONAL NOTES AND REQUIREMENTS.
- D. EXTERIOR AND INTERIOR COLORS TO BE SUBMITTED TO AND APPROVED BY THE OWNER.
- E. SEE SHEET S005 FOR WINDOW, DOOR AND FINISH SCHEDULES.

**KEYED NOTES:**

- 13. ASSUMED METAL BUILDING BRACED BAY LOCATION. COORDINATE WITH METAL BUILDING DESIGN. ANCHOR DESIGN TO BE PROVIDED AFTER FINAL METAL BUILDING REACTIONS ARE SUPPLIED.
- 23. BUILDING TO CONTAIN THE FOLLOWING ADDITIONAL ITEMS:
  - a. DOOR FRAMES AND TRIM
  - b. WINDOW FRAMES AND TRIM
  - c. SOFFIT
  - d. END CAPS
  - e. FASCIA
  - f. INSULATION IN THE CEILING, EXTERIOR AND INTERIOR WALLS
  - g. (2) LAYERS OF EXTERIOR SIDING PANEL AROUND OUTSIDE OF BUILDING
  - h. METAL LINER PANEL ON INTERIOR SIDE OF EXTERIOR WALLS.
  - i. METAL LINER PANEL ON BOTH SIDES OF INTERIOR WALLS.
  - j. CEILING METAL LINER PANEL
- 34. LIGHT GAUGE METAL FRAMED WALL WITH METAL PANEL LINER ON BOTH SIDES OF WALL. PROVIDED BY METAL BUILDING MANUFACTURER.
- 71. CONTRACT TO PROVIDE AND INSTALL WARNING SIGN ON DOOR PER DETAIL 10/S011.

NO.	REVISIONS	BY	DATE

**FORSGREN Associates, Inc.**  
1137 SUMMERS DRIVE, REXBURG, ID 83440  
PH: 208.356.9201 FAX: 208.356.0206



PROJECT NO.	01-20-0046
DRAWN	M. PALMER
DESIGNED	C. MILLER
APPROVED	D. NOEL
DATE	K. HARRIS



**1.5 MGD WWTP FACILITY**  
**PROCESS BUILDING**  
**METAL BUILDING PLAN**

SHEET NO:	<b>S207</b>
DATE:	APRIL 2024
PAGE NO:	45 OF 170

**ATTENTION**  
LINE IS 2 INCHES  
AT FULL SIZE  
(IF NOT 2" SCALE ACCORDINGLY)

**CONSTRUCTION SET**



MT 36115  
ID RCE-1066  
ID 12164-U-1-2-3  
WA RECORSO33QK  
NV 0067472  
[www.rscigroup.com](http://www.rscigroup.com)

March 12, 2026

Serial No. 565-016

Forsgren Associates  
1137 Summer Dr.  
Rexburg, ID 83440

Attention: Camille Miller  
Subject: PCO 565-010 – Additional Exterior Southside Door & Walkway  
Reference: RSCI Job 565 – West Yellowstone WWTP Improvements  
Engineer Project 01-20-0046

Dear Mrs. Miller

This correspondence serves as accompaniment to Proposal No. 565-010 which includes two options for the proposed additional southside door and walkway at approximately Grids F/2.5 per RFC 4. The two pricing options are as follows:

**Total Price Option 1 – Door and walkway with awning = \$43,500**

**Total Price Option 2 – Door and walkway without awning = \$27,960**

While this is not critical path work, it is being considered late in the project with manpower and lead times to consider so no time will be requested if awarded prior to 3/31/26. After this time, we reserve our right to request a time extension. Please review the attached proposal request documentation, summary of costs, and the any request schedule modifications.

This proposal is good for 30 calendar days. We reserve the right to request additional compensation to correct any errors or omissions in our detailed cost accounting.

Thank you for your attention to this matter. If you have any questions regarding this correspondence, then please contact me at 208-867-3233 or [trent@rscigroup.com](mailto:trent@rscigroup.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Trent Dyksterhouse", is written over a light blue circular stamp or watermark.

Trent Dyksterhouse  
Project Manager

Attachments: PCO 565-010 with backup pricing

West Yellowstone WWTP - PCO 565-010 Additional Southside Door & Walkway at Grids F/3 WITH Awning

3/12/2026

**Background:** On 12/18/2025 RSCI provided a ROM cost for adding additional walkway and a mandoor. On 2/11/2026 Forsgren issued an RFC requesting a formal PCO which included detailed scope for additional walkway, emergency exit sign, mandoor, and an optional awning.

**Entitlement:** Additional material and labor to justify a cost change to the contractor.

**Schedule Modifications:** None if awarded prior to 3/31/26

**WAGE RATES**

Carpenter	\$96.02
Cement Mason/Concrete Finisher	\$81.56
Electrician	\$97.95
Equip Oper: Grp 2 Forklift, Loader, Backhoe, Excavator, Skid Steer	\$88.86
Equip Opr: Grp 6, Crane	\$93.20
Ironworker: Reinforcing Iron & Structural	\$107.74
Laborer: Common/General, Heavy	\$81.01
Laborer: Pipe Layer	\$81.90
Plumber / Mech Pipefitter	\$104.46
Truck Drivers	\$87.48

**LABOR, MATERIAL, EQUIPMENT**

Scope	Item	Quantity	Unit	Mat \$/unit	Material \$	Prod. Rate (Units/Manhour)	Total MHRS	Lab \$/Unit	Labor \$	E,O,S/Unit	Equip \$	Other/Sub \$	TOTAL
<b>Item 1.0 - Metal Bldg. Modification Work for Door</b>													
	Demo Existing Bldg Framing & Panels for New Door (3 workers, 6 hrs)	1	EA			18.0	18.0	\$107.74	\$1,939				\$1,939
	Purchase & Install Metal Bldg Framing For Door - See R&M Steel Quote (3 workers, 3 hrs)	1	EA	\$550.00	\$550	9.0	9.0	\$107.74	\$970				\$1,520
	Purchase and Install Panel & Trim at Door (2 workers, 3 hrs)	1	EA	\$75.00	\$75	6.0	6.0	\$107.74	\$646				\$721
<b>Item 2.0 - Additional Walkway</b>													
	Purchase and Install - Additional Walkway, Grating & Handrail - See Aeromod Quote	1	EA	\$3,990.00	\$3,990	24.00	24.0	\$96.02	\$2,304				\$6,294
	Walkway Shipping Allowance - (Aeromod Quoted \$7,000)	1	EA	\$3,500.00	\$3,500		0.0						\$3,500
<b>Item 3.0 - Additional Door &amp; Hardware</b>													
	Purchase and Install New Door & Frame (2 workers, 4 hours) - See ABS Door Quote	1	EA	\$3,301.90	\$3,302	8.00	8.0	\$96.02	\$768				\$4,070
<b>Item 4.0 - Additional Electrical Work - See RSCI Electrical Breakdown</b>													
	3/4" GRC Conduit, PVC Coated, Type T (1 worker, 1 hour)	1	EA	\$182.00	\$182	1.00	1.0	\$97.95	\$98				\$280
	3/4" GRC, PVC Coated (1 worker, 4 hours)	20	LF	\$11.29	\$226	0.50	10.0	\$97.95	\$980				\$1,205
	1 5/8 Unistrut, SS (1 worker, 3 hours)	20	EA	\$12.93	\$259	0.15	3.0	\$97.95	\$294				\$552
	3/4 EQUIP CONN OCAL (1 worker, 1 hour)	1	EA	\$350.00	\$350	1.00	1.0	\$97.95	\$98				\$448
	3/4 OCAL - STRUT (1 worker, 3 hours)	4	LF	\$4.56	\$18	1.50	6.0	\$97.95	\$588				\$606
	6" Wall Mount SS Rack (1 worker, 2 hours)	1	EA	\$150.00	\$150	2.00	2.0	\$97.95	\$196				\$346
	#12 XHHW Stranded Copper Wire (1 worker, 5 hour)	100	LF	\$0.53	\$53	0.05	5.0	\$97.95	\$490				\$542
	Eaton UX71SDHAZ (Exit Sign) (1 worker, 1 hour) - See EWSCO Quote	1	EA	\$905.00	\$905	1.0	1.0	\$97.95	\$98				\$1,003
<b>Item 5.0 - Optional Door Awning</b>													
	Purchase and Install - Awning Over Door (2 workers, 10 hours) - See R&M Steel Quote	1	EA	\$10,900	\$10,900	20.0	20.0	\$107.74	\$2,155				\$13,055
<b>Item 6.0 - Safety and Small Tools</b>													
	Small Tools & Supplies (5% of Labor)	1	LS							\$581		\$581	\$576
	Safety & Coordination Supplies (3% of Labor)	1	LS							\$349		\$349	\$349
	<b>SUBTOTAL</b>				\$ 24,459		114		\$11,623		\$0	\$930	\$37,007
												RSCI Home Office Overhead & Profit - 15%	\$5,551
												Labor, Equipment, Material Subtotal	\$42,558











# Quotation

**Quotation Number:** SO49839  
**Quotation Date:** 2/25/2026  
**Terms:** NET 30

7927 U.S. HWY 24  
 MANHATTAN KS 66502  
**Phone** 785-537-4995  
**Fax** 785-537-9105

## Walkway and Handrail

<b>BILL TO</b>  <b>WEST YELLOWSTONE MT WWTP</b> RSCI 333 W. ROSSI SUITE 200 BOISE ID 83706  <b>Attn:</b>	<b>SHIP TO</b>  <b>WEST YELLOWSTONE MT WWTP</b>  <b>Attn:</b> <b>Ship Via:</b>
---	---

YOUR ORDER NO.	DESCRIPTION
	WEST YELLOWSTONE MT WWTP

Item ID/Description	Order Qty	UM	Price	Amount
20-MISC PARTS 17' WALKWAY WITH HANDRAIL	1	EA	\$3,990.00	\$3,990.00
SHIPPING FREIGHT CHARGE (ESTIMATED)	1	EA	\$7,000.00	\$7,000.00

*THIS INCLUDES HANDRAIL, ALL FITTINGS, GRATING AND WALKWAY. THE SHIPPING IS JUST AN ESTIMATE, EXACT COST WILL BE DETERMINED ONCE SHIPPED*

↑  
 RSCI carrying \$3500 allowance as this is not reasonable.

<b>Subtotal:</b>	\$10,990.00
<b>Sales Tax:</b>	\$0.00
<b>Total:</b>	\$10,990.00

Door & Hardware Quote



6458 South 35th West, Suite 105  
Idaho Falls, ID 83402  
Tel: (208) 523-6484 Fax: (208) 529-8649

Quote

Quote # : 4551821  
Quote Date : Dec 18, 2025  
Expiration Date : Jan 17, 2026

Customer:  
Record Steel & Construction Inc.  
333 W. Rossi Street  
Boise, ID 83706

Ship To:  
Record Steel & Construction Inc.  
1854 E Lanark Street  
Meridian, ID 83642

Account Code : 102440  
Terms : Net 30  
Customer Job # :  
Salesperson : Daniel Larsen  
Order Name : Yellowstone add  
Purchase Order # :  
Shipped Via :

Qty	Product Description	Unit Price	Extended Price
1	3070 SGL 734 M 16 CR KD 4"HD-SGL LH (E1; SILENCERSJ; U453; BC; SUA)	400.00	400.00
1	3070 1-3/4 HM 707S 18 RK F STY (CL; G2B; U453)	880.00	880.00
3	Hinges TA2314 4 1/2 X 4 1/2 26D	35.00	105.00
1	Lockset 10XG05 LL 26D	700.00	700.00
1	Closer 351 CPS LH 26D	980.00	980.00
1	Kickplate MPKP50 8" X 34" 32D	30.00	30.00
1	Door Bottom 315 CN 36"	20.00	20.00
Pre-Tax Total		:	3,115.00
10898 - ID-IDAHO STATE TAX		:	186.90
<b>Quote Total</b>		<b>:</b>	<b>3,301.90</b>

Please verify remittance details by phone before sending your first payment. Beginning 11/1/2025, credit card payments may incur up to a 3% fee. Avoid this fee by using ACH, check, or debit card.

**EWSCO BOISE BRANCH 7**  
**5185 WEST BETHEL**  
**BOISE, ID 83706**  
**208-375-9900 Fax 208-375-9898**

# Quotation

**Exit Sign**

QUOTE DATE		QUOTE NUMBER	
02/19/26		S6144939	
ORDER TO: EWSCO BOISE BRANCH 7 5185 WEST BETHEL BOISE, ID 83706 208-375-9900 Fax 208-375-9898			PAGE NO.  1

QUOTE TO:  
RSCI PARENT  
333 W ROSSI ST., SUITE 200  
BOISE, ID 83706

SHIP TO:  
RSCI MAIN  
333 W ROSSI ST., SUITE 200  
BOISE, ID 83706

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
12147	YELLOWSTONE X1H ADDER .		Brian Myers (TW)	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT
Stephen Lyon		Pass thru	02/19/26	No
ORDER QTY	PART NO	DESCRIPTION	UNIT PRICE	NET AMOUNT
1ea	79057677733	^EATON UX71SDHAZ	755.000	755.00
1ea	79057677733	^ESTIMATED FREIGHT	150.000	150.00
TAXES NOT INCLUDED				

THIS IS A QUOTATION  
Prices are firm for 30 days, subject to  
change without notice after 30 days.  
APPLICABLE TAXES EXTRA !

<b>Subtotal</b>	<b>905.00</b>
<b>S&amp;H CHGS</b>	<b>0.00</b>
<b>Amount Due</b>	<b>905.00</b>



R & M Steel Company  
P.O. Box 580  
Caldwell, ID 83606

Awning Framing



Phone: 208 - 454-1800  
Fax: 208 - 454 -1801  
Website: rmsteel.com  
aviationbuildingsystem.com  
Email: sales.rmsteel@gmail.com

## Frame Building Offer To Purchase and Request for Proposal

Form Revision: #4 Revised 09/30/2019

Quote Number EG-260305-1 RR REV. 0

Sales Contact Robert C. Roberts

Date 3/5/2026

KB

### 1. Builder Information

Builder	RSCI			Contact Name	Jonas Shackelford		
Address	333 Rossi Street			Phone	423-902-4319		
City, ST, Zip	Boise	ID	83706	Fax			
				Cell			
				Other			
Email	jonas@rscigroup.com						
Other Information							

### 2. Project Information

Job Name	WWTP 3070 Door Entry	Other Information
Address		
City	West Yellowstone	
State	MT	
Zip	59758	
Country	USA	
Job Site		
County	Gallatin	
Building Usage		

### 3. Plans and/or Specifications

No  Yes (Form S-3 Must Be Included)

Delivery Notice	Jonas Shackelford	Phone	423-902-4319
Ship Via	R & M Steel Company Truck	Requested Delivery Date	

### 4. Drawings

#### Additional Mailing For:

Approval Drawings	1	Company			
Permit Plans	3	Name			
Final Plan Sets	2	Address			
Design Calculations	1	City, ST, Zip			
Drawing Size B 11x17 <b>EXTRA SETS \$</b>		Phone		Cell	
Electronic Drawings - Digital Seal		Email			
Electronic Calculations - Digital Seal					

## Building Information

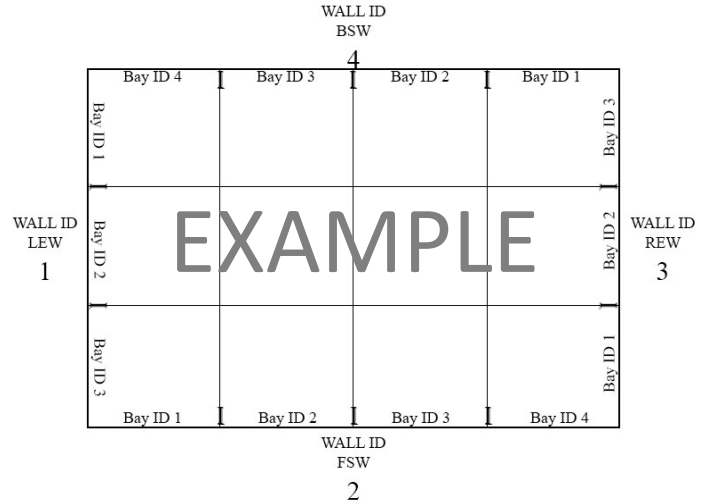
### 5. Size Must be dimensioned on plans or sketch

Width	6'
Length	6'

Bay Spacing (Left EW to Right EW)  
6'

	Eave Height	Roof Slope
Left	10'	4:12
Right	10'	4:12

Wall & Bay Location Diagram



### 6. Building Type

Building Type  Gable  Single Slope

Left Endwall Type

Spacing Below; BSW to FSW

Right Endwall Type

Spacing Below; FSW to BSW

Frame Type (Rigid or Lean-to)	Column Base Elevation
-------------------------------	-----------------------

Frame Line	Frame Type	Column Type	Frame X-Section	BSW Col. Base Elev.	FSW Col. Base Elev.	Left EW Col. Base Elev.	Right EW Col. Base Elev.
						100'	100'

Column	Column Locations	Column Base Elevation
--------	------------------	-----------------------

Frame Line	Interior Column Location from Back Sidewall	BSW Col. Base Elev.	FSW Col. Base Elev.	Left EW Col. Base Elev.	Right EW Col. Base Elev.

## Building Information

### 7. Building Code & Year

**DESIGN CODE / DESIGN LOAD: Customer to Verify Design Code / Design Loads with Local Building Department**

IBC-2021

#### Special Design Note

Building Manufacturer's Specifications and Standards are always assumed unless specifically described on this document. Should plans and/or specifications and/or Owner's Purchase Order accompany the document and there are deviations from Building Manufacturer's Specifications and Standards, the deviations are not applicable unless referenced on this document. The words "See Attached Plans and Specs" will not fulfill the Reference Requirement.

### 8. Load Requirements

Occupancy Category / Risk Category	III	$P_f = 0.70 C_E C_{TI} P_g$	Heated	$C_T = 1.0$	
			Semi-heated	$C_T = 1.1$	
			Unheated	$C_T = 1.2$	
			Below Freezing	$C_T = 1.3$	
Building Enclosure	Open				
Ground Snow (pg) PSF	135 PSF	Ce	1	Ct	1.2
Roof Live (L)	20 PSF				
Reducible					
Snow Importance	1.1				
Uniform Roof Snow Load					
Rain on Snow					
Total Collateral	3.0 PSF				
Wind Velocity	115 MPH				
Wind Exposure	C				
Wind Importance	1.0				
Seismic Site Class	D-	Ss(%g) =		S1(%g) =	
				Seismic Importance	1.25

#### Additional Loads

Other Loads:

- |  |   |                                       |  |  |
|--|---|---------------------------------------|--|--|
| <input type="checkbox"/> Crane<br><small>Complete S-1 Form</small> | <input type="checkbox"/> Roof Top Units<br><small>Complete Box 27</small> | <input type="checkbox"/> Masonry Wall | <input type="checkbox"/> Mezzanine<br><small>Complete S-2 Form</small> | <input checked="" type="checkbox"/> Snow Drift |
|--|---|---------------------------------------|--|--|

Are there other building or site features within 20'?  *Check if yes, please provide a sketch*

***Anchor Bolts and Concrete Design are not included, but may be ordered.***

### 8.1 Snow Load Conditions

YES NO

- Is the new building located within 20ft of any existing building structures? If YES, provide sketch showing distances of all existing structures to the new building. Indicate also the eave height, width, length, roof slope and ridge orientation of the existing building.
- Will the new building tie-in to the existing building structures? If YES, provide sketch and detail common wall condition. Indicate also the eave height, width, length, bay spacing, roof slope and ridge orientation of the existing building.
- Is the building to be used continuously as heated structure?
- Is the building unheated, but insulated?
- Is the building unheated and without roof insulation?
- If the building is a greenhouse, will it be continuously heated at maintained temperature of 50° F or higher during winter months, and will have a thermal resistance, R-Value, less than 2 ft<sup>2</sup> x h x F°/BTU?

## Building Information

### 8.2 Wind Load Conditions

**YES NO**

- Is the new building located in urban or sub-urban areas, wooded areas or other terrain with densely spaced structures or obstruction having the size of a single family dwelling or larger?
- Is the new building located in flat, open country, grasslands, open terrain with scattered obstructions having heights generally less than 30 ft.?
- Is the building facing vast flat, unobstructed areas exposed to wind flowing over large bodies of water?
- Is the building located on the upper half of an isolated hill, ridge, or near the crest of an escarpment, constituting abrupt changes in the topography?

### 9. Special Deflection Requirements (R & M Steel Co. Standard unless noted otherwise)

Other Information	

### 10. Girts

	Type	Offset	Projection			
Left Endwall	Flush Z	0	IN	0	IN	Note: Use section 21 for wall deletions Bypass girts have a projection equal to member depth  <b>Other Information</b> Red Oxide
Front Sidewall	Bypass Z	8	IN	8	IN	
Right Endwall	Flush Z	0	IN	0	IN	
Back Sidewall	Bypass Z	8	IN	8	IN	

### 11. Wainscot

Wainscot	Bay ID		Height	*Top Girt	Panel Type	** Panel	Color	Trim			
	Start	End						Base	Left	Right	Top
LEW				Z	PBR	Break					
FSW				Z	PBR	Break					
REW				Z	PBR	Break					
BSW				Z	PBR	Break					
*Top Girt		Z	C			**Panel	B - Break	L - Lap			

### 11.1 Wall Panel

Panel Type		Gauge		Finish \ Color:	
Other Information					

### 12. Wall Insulation

Provided By None

Type  Thickness Over Girt   Optional Flange Brace Attachment

Other Information

### 13. Roof Panel

Type	PBR	Gauge	26	Finish \ Color	Pacific White
Other Information					

### 14. Roof Insulation

Provided By None

Type  Thickness Over Purlin   Optional Flange Brace Attachment

Other Information

**Building Information****30.1 Total**

ATTENTION: Price is valid for 30 days from date of quotation.

Building must be shipped on or before:

F.O.B. Truck: Caldwell, ID Plant

*or Nearest Accessible Site*

- 1) 20% down payment in the amount of: \$2,180.00
- 2) 50% production down payment in the amount of: \$5,450.00  
(After Drawings are Received)
- 3) Balance due by Cashier's Check upon delivery.

**Sub Total:** \$10,900.00**Tax** 0.0000% \$0.00**Total:** \$10,900.00**PRICE SUBJECT TO MILL INCREASE****CUSTOMER RESPONSIBLE FOR ALL FEDERAL, STATE AND LOCAL TAXES, PERMITS AND FEES.**If this is part of a multi-building project  
please input Parent Job Number:

List any attached/additional buildings below:

**31. Alternates (The following items are not included in the above price) \***

Qty	Description	Yes	No	Price
-----	-------------	-----	----	-------

\* Excludes tax but includes freight

**32. Notes**

Walls=Open



March 20, 2026

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

**RE: Text Amendment and Updated Zoning Map**

Dear West Yellowstone Town Council Members:

This letter is to propose amendments to the zoning map and an update to the Town Code. The proposal fixes the date of the adoption of the final zoning map. This update also adopts a new official zoning map of the Town to include the 80 acres and to fix any issues with the previous map.

No districts have changed from what they were prior to this meeting. While there are no changes, we have clarified that the Grizzly Park is zoned M-1 except for the PUD requirements as approved on 4/20/1995. The map reflects the PUD requirements and the appropriate zoning. The 80-Acres is zoned per the Council's decisions in 2025.

The amendment is below with the proposed text underlined.

17.02.030 Zoning map adopted.

The town zoning ordinance is amended by adopting the West Yellowstone zoning map placed before the town council and signed on April 21<sup>st</sup>, 2026. (Ord. 276 Exh. 1, 2024)

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

Sincerely,

**Sunflower Peak Planning**

Scott Hazelton, AICP, CFM  
Owner, Planning Division Director  
(406)-475-2969  
[shazelton@sunflowerpeakplanning.com](mailto:shazelton@sunflowerpeakplanning.com)

# ORDINANCE No. \_\_\_\_\_

## AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE ZONE MAP OF THE TOWN OF WEST YELLOWSTONE TO PROVIDE UPDATES AND MODERNIZE THE MAP

WHEREAS, pursuant to Section 17.06.030 of the West Yellowstone Town Code (WYTC), the Town Council of the Town of West Yellowstone has determined that official zoning map of the Town of West Yellowstone is difficult to interpret because of the nature and number of changes and additions to the map: and

WHEREAS, the location and districts of the previous zoning map are outdated; and

WHEREAS, Town staff, including the planner, the engineer, and the Town Manager have reviewed the new proposed zoning map attached as Exhibit A and the text amendment to Section 17.02.030, WYTC, attached as Exhibit B and recommend its adoption after confirming its accuracy; and

WHEREAS, pursuant to Section 17.06.030, WYTC, on April 21<sup>st</sup>, 2026, the Town Council of the Town of West Yellowstone held a public hearing on the proposed zoning map at which it heard public comments, staff comments and received the recommendation from Staff; and

WHEREAS, the Town Council believes that updating the zoning map for clarity and to address changes from the 1996 official zoning map and updating Section 17.02.030, WYTC, to read as set out in Exhibit B.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that Exhibit A be made the official Zone Map of the Town of West Yellowstone and shall replace any previous maps:

**Section 1: REPEALER:** All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

**Section 2: EFFECTIVE DATE:** This ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

**Section 3: SEVERABILITY:** If any portion of this ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this 21<sup>st</sup> day of April, 2026.

---

Mayor Travis Watt

---

Council Member Julia Wittmer

---

Council Member Brian Benike

---

Council Member Greg Forsythe

---

Council Member Brock Wilson

ATTEST:

---

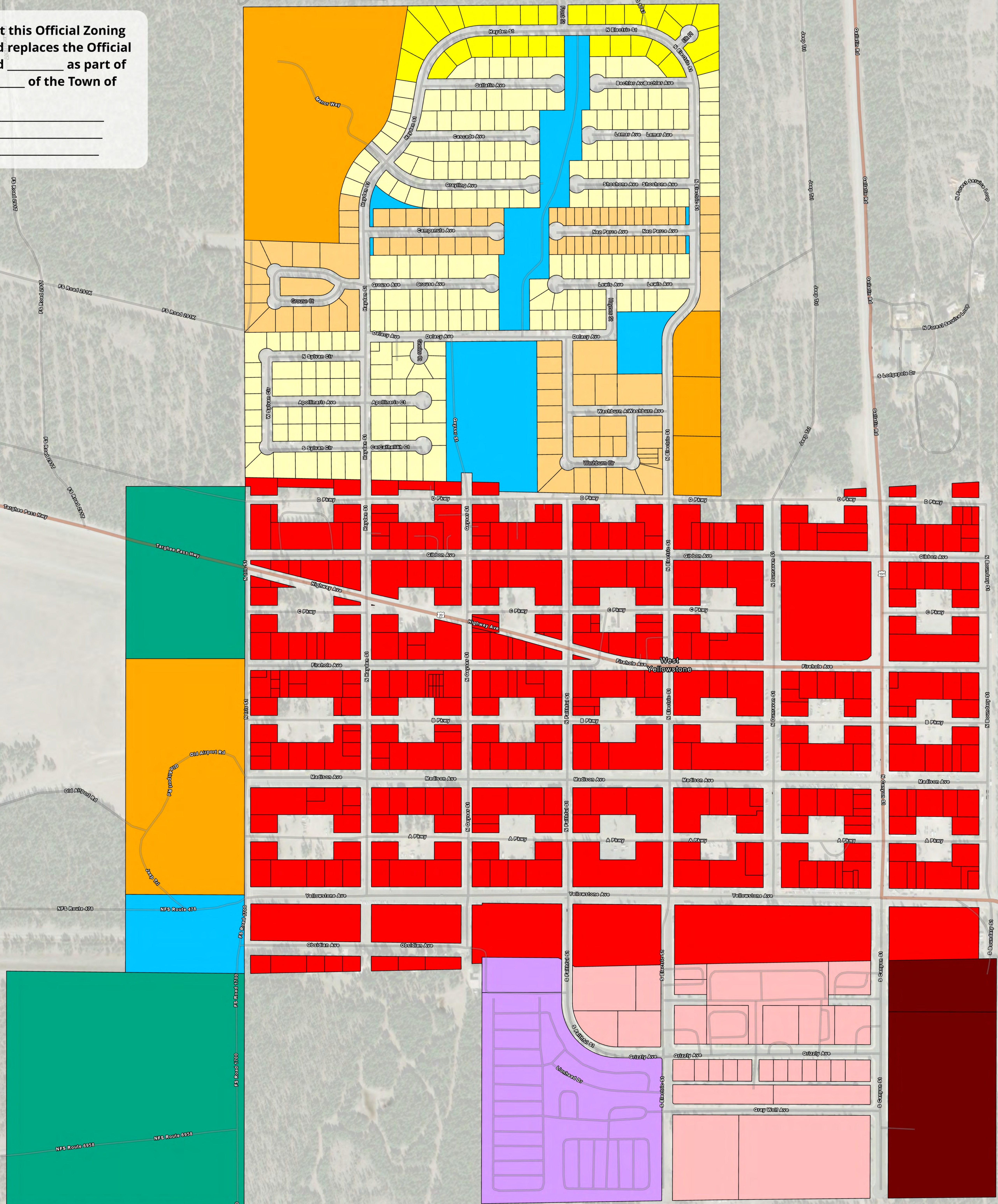
Town Clerk Elizabeth Roos

EXHIBIT A

# Town of West Yellowstone Zoning Map

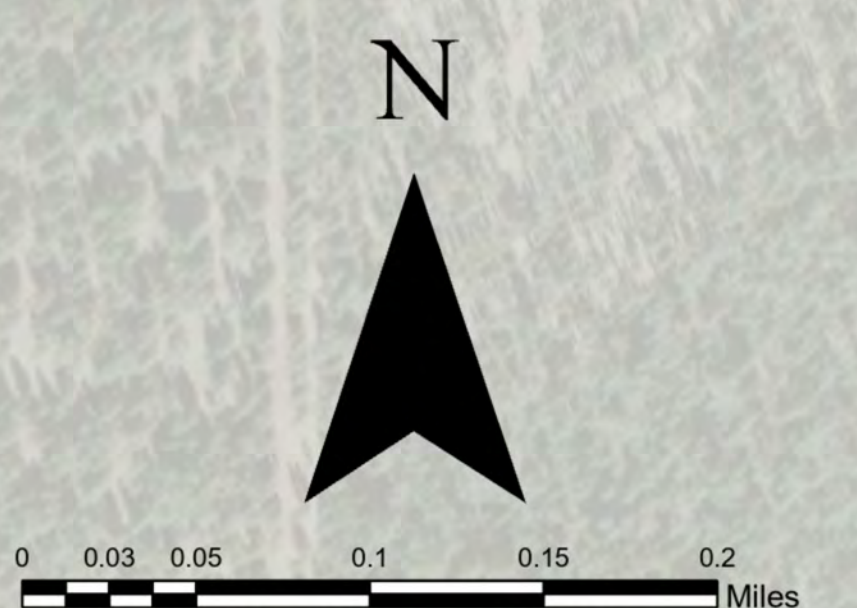
This is to certify that this Official Zoning Map supersedes and replaces the Official Zoning Map adopted \_\_\_\_\_ as part of Ordinance Number \_\_\_\_ of the Town of West Yellowstone.

Mayor \_\_\_\_\_  
 Attested \_\_\_\_\_  
 Date \_\_\_\_\_



## Legend

- R-1: Residential Single Family (Low Density)
- R-2: Residential Single Family (Medium Density)
- R-3: Residential Medium Density
- R-4: Residential Medium Density Apartments
- B-3: Central Business District
- B-4: Expanded Business District
- M-1: Commercial-Light Manufacturing District
- PLI: Public Lands and Institutions
- T: Transitional Zoning
- E-2: Entertainment District
- PUD: Grizzly Park - Adopted 4/20/1995



Prepared by:

## EXHIBIT B

Sections:

17.02.010 Title.

17.02.020 Zoning map adopted.

17.02.010 Title.

The ordinance codified in this title shall be known and cited as the zoning ordinance of the town of West Yellowstone and referred to as the zoning title of this code. (Ord. 276 Exh. 1, 2024)

17.02.020 Zoning map adopted.

The town zoning ordinance is amended by adopting the West Yellowstone zoning map placed before the town council and signed on April 21, 2026. (Ord. \_\_\_\_\_ Exh. \_  
\_\_\_\_\_)

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone  
Gallatin County, Montana

DATE: MARCH 16, 2026

APPLICANT: Westmart Building Center

ADDRESS: 100 South Faithful; PO Box 50; West Yellowstone, MT 59758

PHONE: (406) 646-9578

INTEREST IN PROPERTY: 100% Owner

OWNER OF RECORD'S SIGNATURE:

Greg W. Forsythe

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Addition

Block: 5

Lot: 1

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

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment.

Encroachment of 25 feet for greenhouse  
during the months of MAY, JUNE, JULY

Greg W. Forsythe  
for

WESTMART Building  
Center

Signature of Applicant

MARCH 16, 2026

DATE

For Office Use Only:

DECISION BY TOWN COUNCIL

Approved Disapproved

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

\_\_\_\_\_  
DATE

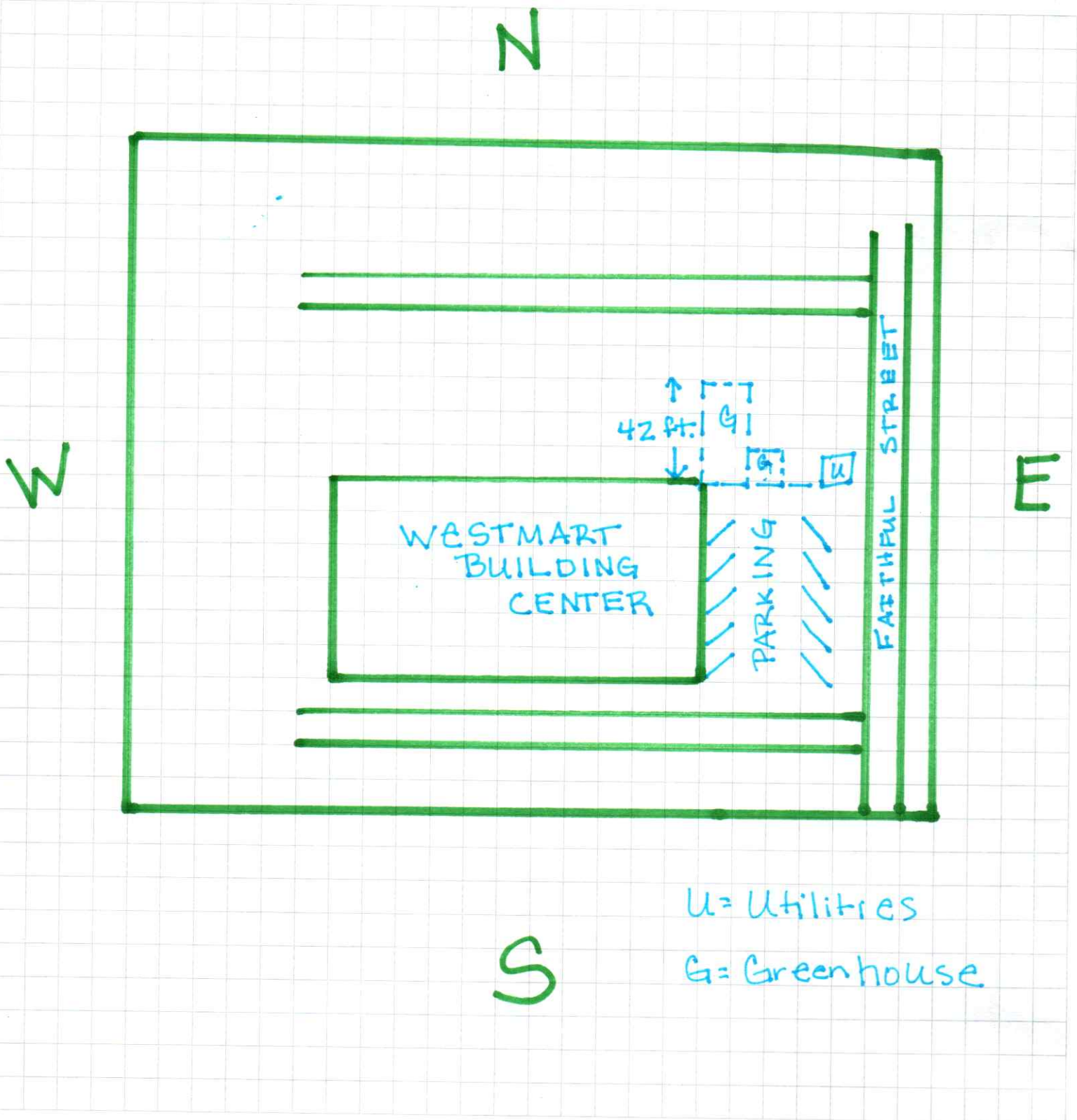


MINOT BUILDERS SUPPLY  
 MINOT, ND • 701-852-1301  
 800-437-8038 • FAX 701-852-8929

EVERGREEN BUILDERS SUPPLY  
 BILLINGS, MT • 406-652-3610  
 800-548-7170 • FAX 406-652-6375

BUILDERS SUPPLY CO.  
 BISMARCK, ND • 701-223-7212  
 800-223-7212 • FAX 701-223-7982

BUILDERS SUPPLY CO.  
 GREAT FALLS, MT • 406-761-7530  
 800-847-0125 • FAX 406-761-1416



To: West Yellowstone Town Council

From: Serenity Rentals

Date: April 2, 2026

Subject: Request for Waiver of Resort Tax Bond

Dear Members of the West Yellowstone Town Council, I am writing to formally request a waiver of the \$500 resort tax bond typically required for a business license application. This request pertains to the addition of a second rental unit to our existing short-term rental operations. We are making this request based on the following considerations: Long-Standing Compliance: We have been locally licensed and operational in West Yellowstone for over ten years. Throughout this decade, we have remained in good standing, consistently demonstrating a commitment to local regulations and the timely remittance of all resort taxes. Existing Business Extension: This application does not represent the launch of a new business entity, but rather a modest expansion of our current, established operations. As we are already integrated into the resort tax system with a proven track record, the administrative risk typically mitigated by a bond is significantly reduced. Operational Continuity: Maintaining the same ownership and tax-collection protocols ensures that the addition of this second unit will be handled with the same diligence as our primary rental. Given our ten-year history of cooperation and reliable contributions to the West Yellowstone community, we ask that you waive the bond requirement for this expansion. Thank you for your time and for your continued support of local property owners. I look forward to your decision.

Sincerely,

Matt and Ramona Stubblefield