

Town of West Yellowstone

Tuesday, April 21, 2026

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #7027 to Xylem Water Solutions, Inc. electrical controls for lift station, \$27,878.97
#7113 to Fisher's Technology, Kyocera 3501ci printer, \$7342.00
#7114 to Dunne Communications, (5) Kenwood VP-8000 portable radios, \$35,805.00

Claims

Business License Applications:

Minutes: **April 7, 2026 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing: Zoning Map Update, Ordinance No. 281

NEW BUSINESS

Ordinance No. 281, Adoption of the Zoning Map, 2nd Reading

Discussion/Action

Ordinance No. 282, Business Licenses, 1st Reading

Discussion/Action

Resort Tax Bond Waiver-West Yellowstone Town Market Event

Discussion/Action



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

Public Hearing/Public Meeting

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

Oral Communication

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

General Town Council Meeting Information

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



TOWN OF WEST YELLOWSTONE
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via Sewer operations Fund

Order No. 7027

Department 5310 - 430630 - 357 JB

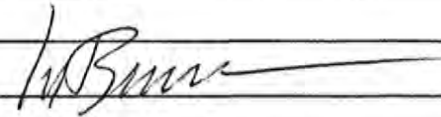
TO: xylem water solutions inc

ADDRESS:

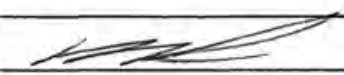
PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	New Electrical controls For Iris LIFT Station
	Electrical upgrade

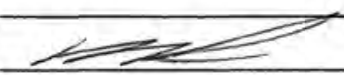
Estimated Cost \$ 27,878.07

Requested By: 

Accounting Code 5310 - 430630 - 357 JB

Authorized By: 

VENDOR COPY - White OFFICE COPY - Canary

Approved By: 



**Xylem Water Solutions USA, Inc.
Flygt Products**

April 2, 2026

3860 Helberg Drive
Helena, MT 59602
Tel 406/495-1335
Fax 406/495-1336

ALL BIDDING CONTRACTORS

Quote # 2026-HEL-0021

Project Name: West Yellowstone- Nexicon Piggy Back Panel

Job Name: West Yellowstone- Nexicon Piggy Back Panel

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

Panel				
Qty	Part Number	Description	Unit Price	Extended Price
1	Nexicon Control Panel	36" x 24" x 12" painted steel enclosure, 120v, 1PH fed from existing panel, Redundant 24VDC power supplies with UPS module & batteries, Citel 120v surge suppressor, Nexicon controller, 10" touchscreen HMI, high level; high-high level; general alarm; wet well level transducer (analog); pump 1 & 2 running; pump 1 & 2 VFD fault signals for SCADA system via terminal blocks, analog signal splitter to provide wet well level for SCADA, submersible transducer with single float back up.	\$ 14,210.77	\$ 14,210.77
1	14-50 01 85	KIT,MSPN 2PC VFD	\$ 4,536.00	\$ 4,536.00
2	870 71 00	MODULE,REDUNDANCY	\$ 280.00	\$ 560.00
1	582 88 04	SENSOR,ENM-10 0.95-1.1 65'	\$ 542.40	\$ 542.40
1	14-40 72 39	LTU3400/5/C35HYDROSTA LEVEL+ 0-5M, 35M CABLE, ATEX II 2G EX	\$ 2,580.80	\$ 2,580.80
16	14-69 97 61U	AUTOMATION AND CONTROLS FIELD+ SPECIALIST SUPPORT PER HOUR	\$ 260.00	\$ 4,160.00
Total Price				\$ 26,589.97
Freight Charge				\$ 1,289.00
Total Price				\$ 27,878.97



Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

As of October 14th, 2024, all orders must meet a minimum dollar value of \$1,200. Xylem reserves the right to refuse to process any order that does not meet the minimum order value requirement. Xylem will support order adjustments to meet the minimum order value threshold.

- Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.
Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2020)
See Freight Payment (Delivery Terms) below.
- Taxes:** State, local and other applicable taxes are not included in this quotation.
Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.
- Tariff Changes:** The prices quoted herein are based on the current tariff rates, duties, government charges, and trade regulations as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority (collectively, "Tariff Changes"), and such Tariff Changes result in an increase in the cost of goods, Xylem reserves the right to adjust the pricing of the affected goods to reflect the increased costs.
- Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.
- Terms of Delivery:** PP/Add Order Position
Terms of Payment: 100% N45 after invoice date.
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.
- Validity:** This Quote is valid for thirty (30) days.
Please note that this pricing is valid for 30 days and contingent upon final approval of submittals and release to fabrication by (within 90 days of bid date).
This quotation is subject to change if any changes to the specifications or plans are made that alter the scope of supply.
- Schedule:** Please consult your local Flygt Branch Office to get fabrication and delivery lead times.
- Warranty:** Xylem Water Solutions USA, Inc. offers a commercial warranty to the

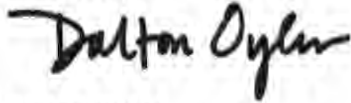


original end purchaser against defects in workmanship and material.

Exclusions: This Quote includes only the items listed specified above.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Dalton Oyler
Sales Representative

Cell: 406-417-1984
dalton.oyler@xylem.com



Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2026-HEL-0021
Customer Name: ALL BIDDING CONTRACTORS
Job Name: West Yellowstone- Nexicon Piggy Back Panel
Total Amount: \$ 26,589.97
(excluding freight)

Signature: _____	Name: _____ (PLEASE PRINT)
Company/Utility: _____	PO: _____
Address: _____	Date: _____
_____	Phone: _____
_____	Email: _____
_____	Fax: _____



TOWN OF WEST YELLOWSTONE
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date April 14, 2026

Ship Via

Order No. 7113

Department Police

TO: Fisher's Technology

ADDRESS: 215 Haggerty Lane
Bozeman MT


PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Kyocera 3501ci Printer

Estimated Cost \$ 7342⁰⁰

Requested By: Brenda Trilles Dispatch

Accounting Code 1000-420160-212

Authorized By: 

VENDOR COPY - White OFFICE COPY - Canary

Approved By: 



TOWN OF WEST YELLOWSTONE

MONTANA

naturally inviting

POLICE DEPARTMENT

Purchase Order # 7113

Fisher's Technology

Printer Replacement

April 14, 2026

Background

The Police Department's current printer a Kyocera 3551ci is nearing its end of life. The parts for the printer have been discontinued and it repairs are becoming more difficult.

Budget Effect

We received a quote from Fisher's Technology in the amount of \$7,342.00. We will be taking the funds for this purchase out of the Communications-Dispatch Small items of Equipment account 1000-420160-212. This is over the current budgeted amount, for this account, however not overbudget on the bottom line within the communications budget.



West Yellowstone Police Department

P.O. Box 1570 West Yellowstone, Montana 59758 (406) 646-7600 Fax (406) 646-7650

Proposal For

West Yellowstone Police Department



Prepared By
Nick Dissly
215 Haggerty Lane
Bozeman, MT 59715
406-587-4455
03-11-2026

Equipment Machine Breakdown

- (1) Kyocera 3501ci Color Digital Copier**
 - 35 Copies Per Minute Color**
 - 35 Copies Per Minute Black and White**
 - Standard Printing & Scanning**
 - Color Scans @ 274 ipm**
 - Pin Point Scan App**
 - Two standard 500 sheet trays**
 - Two additional 1,500 sheet trays**
 - Fax**
 - 4800x1200 DPI**
 - Standard Duplex (Dual Scanning)**
 - Color Touch Screen Interface**
 - Network Print**

TOWN OF WEST YELLOWSTONE
MONTANA

info@townofwestyellowstone.com

PURCHASE ORDER

Date 4/14/2026

Ship Via

Order No. 7114

Department Police Department

TO: Dunne Communications

ADDRESS: P.O. Box 97 Anaconda, MT 59758

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
7	Kenwood VP-8000 Multi Band Portable Radios. (See Attached Quote)

Estimated Cost \$ 35,805⁰⁰

Requested By: *[Signature]* 580

Accounting Code 1000.420100.212

Authorized By:

VENDOR COPY - White OFFICE COPY - Canary

Approved By: *[Signature]*

Dunne Communications, Inc
P.O. Box 97
204 East Commercial Ave
Anaconda Mt 59711
406.563.7115 406.563.6065 (fax)



WYPD
VP8000
Q251210-1

12/10/2025

QTY	Part Number	Description	Price Per Unit	EXT.
1	VP-8000	VP-8000 MULTI BAND PORTABLE	\$4,995.00	\$ 4,995.00
1	832VP8000-VHF	VHF BAND		
1	832VP8000-7800	7/800 BAND		
1		P25 CONV-		
1		P25 TRUNKING PHASE 1		
1	KRA-47	WIDEBAND ANTENNA		
1	KNB-L11X	HIGH-CAP BATT		
1	KSC-52AK	RAPID RATE CHARGER		
1		MULTIKEY DES-OFB ENCRYPT		
1		MULTIKEY AES ENCRYPT		
1		OTAP		
1		OTAR		
1		BLUETOOTH		
1		WIFI		
1		VIKING CONNECT LICENSE		
1		3 YEAR WARRANTY		
1		RADIO TOTAL		
1	KMC-70	REMOTE MIC		
		RADIO TOTAL WITH OPTIONS		\$ 5,115.00

x7
\$ 35,805⁰⁰



**Town of West Yellowstone
West Yellowstone Police Department
Chief Corey White**

Date: April 15, 2026

To: Mayor and Town Council

From: Chief Corey White

Subject: Justification for Purchase of Seven Kenwood VP-8000 Multi-Band Portable Radio Units

Dear Mayor and Council Members,

I am writing to request approval for the purchase of seven (7) Kenwood VP-8000 Multi-Band Portable Radios for the West Yellowstone Police Department. This purchase is both timely and necessary to ensure continued operational effectiveness, officer safety, and compliance with evolving communication requirements.

Budget Consideration

At this point in the fiscal year, the Police Department is operating under budget, and current projections indicate that there will be sufficient funds remaining to cover this purchase without requiring additional appropriations. This allows us to make a critical equipment upgrade while remaining fiscally responsible and within our approved budget.

Operational Need

Our current portable radios are outdated and no longer supported with software or firmware updates. This presents an increasing risk of failure, incompatibility, and inability to adapt to modern communication systems. Continuing to rely on unsupported equipment will inevitably lead to operational gaps and potential safety concerns for our officers.

Improved Communication Capabilities

The Kenwood VP-8000 radios offer multi-band functionality and Wi-Fi capability, which will significantly enhance our communication capabilities. As we transition to utilizing Starlink internet in our patrol vehicles, these radios will allow for more reliable and consistent communication with dispatch regardless of location.

Compliance with County Encryption Requirements

Recent updates implemented by Gallatin County have introduced new encryption standards and programming requirements for interoperable communications. Our existing radios are not capable of meeting these updated requirements without a lengthy programming process, which places us at risk of being non-compliant and limits our ability to effectively communicate with partner agencies.

The VP-8000 radios are fully compatible with these encryption standards and will ensure that the West Yellowstone Police Department remains compliant, interoperable, and aligned with county and regional communication protocols.

Officer Safety and Interoperability

Reliable communication is one of the most critical components of officer safety. These radios will:

- Improve communication clarity and reliability
- Ensure seamless interoperability with county, state, and federal partners
- Provide redundancy through multi-band capability
- Support secure communications through updated encryption

Conclusion

This purchase represents a necessary and strategic investment in the safety, efficiency, and future readiness of our department. By utilizing available budget funds, we can proactively address current deficiencies, meet new compliance standards, and significantly improve our communication infrastructure without additional financial burden to the Town.

I respectfully request approval to proceed with the purchase of seven (7) Kenwood VP-8000 Multi-Band Portable Radios for a total of \$35,805.00

Thank you for your continued support of the West Yellowstone Police Department.

Respectfully,



Chief Corey White

West Yellowstone Police Department

04/17/26
15:33:13

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

Page: 1 of 8
Report ID: AP100

For dates posted from 04/08/26 to 04/17/26
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53371		2264 MORNING GLORY COFFEE & TEA	46.25					
	081020	03/30/26 Dispatch coffee	46.25		POLICE	1000 420230	220	101000
53375	E	2673 First Bankcard	1,786.01					
	03/05/26	Supplies	95.98		FINADM	1000 410510	220	101000
	03/09/26	Supplies	113.00		STREET	1000 430200	220	101000
	03/09/26	Supplies	10.27		FINADM	1000 410510	220	101000
	03/17/26	MunicipalTraining-Thompson	485.00		FINADM	1000 410510	380	101000
	03/17/26	MunicipalTraining-Russell	450.00		FINADM	1000 410510	380	101000
	03/24/26	Bullwinkles HousingMeet	482.76		LEGIS	1000 410100	220	101000
	03/27/26	CompanyCam	149.00		STREET	1000 430200	220	101000
53376	E	2673 First Bankcard	3,182.15					
	03/05/26	Postage	15.60		LIBRY	2220 460100	311	101000
	03/05/26	Postage	15.60		LIBRY	2220 460100	311	101000
	03/06/26	MSOffice	99.99		LIBRY	2220 460100	216	101000
	03/06/25	Books	24.29		LIBRY	2220 460100	215	101000
	03/06/26	Books	12.99		LIBRY	2220 460100	215	101000
	03/10/26	Books	84.04		LIBRY	2220 460100	215	101000
	03/12/26	Books	58.46		LIBRY	2220 460100	215	101000
	03/12/26	LibraryTravel	120.80		LIBRY	2220 460100	370	101000
	03/13/26	Books	20.58		LIBRY	2220 460100	215	101000
	03/13/26	Supplies	32.97		LIBRY	2220 460100	220	101000
	03/15/26	Membership	14.99*		LIBRY	2220 460100	398	101000
	03/18/26	Books	-2.74		LIBRY	2220 460100	215	101000
	03/18/26	Books	-2.50		LIBRY	2220 460100	215	101000
	03/18/26	Books	26.49		LIBRY	2220 460100	215	101000
	03/18/26	Books	14.50		LIBRY	2220 460100	215	101000
	03/18/26	Books	17.95		LIBRY	2220 460100	215	101000
	03/19/26	Supplies	92.65		LIBRY	2220 460100	220	101000
	03/19/26	Books	33.08		LIBRY	2220 460100	215	101000
	03/19/26	Owl Lab-equipment	2,099.00		LIBRY	2220 460100	364	101000
	03/20/26	OverlimitFee	39.00		LIBRY	2220 460100	870	101000
	03/20/26	Lowes/Equipment	31.49		LIBRY	2220 460100	364	101000
	03/21/26	Books	7.67		LIBRY	2220 460100	215	101000
	03/23/26	Supplies	126.27		LIBRY	2220 460100	220	101000
	03/24/26	Supplies	36.57		LIBRY	2220 460100	220	101000
	03/26/26	Books	19.95		LIBRY	2220 460100	215	101000
	03/26/26	Books	20.99		LIBRY	2220 460100	215	101000
	03/26/26	Books	43.45		LIBRY	2220 460100	215	101000
	03/27/26	Books	27.96		LIBRY	2220 460100	215	101000
	03/27/26	Books	12.11		LIBRY	2220 460100	215	101000
	03/27/26	Books	23.98		LIBRY	2220 460100	215	101000
	03/27/26	Books	-3.99		LIBRY	2220 460100	215	101000

04/17/26
15:33:13

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

Page: 2 of 8
Report ID: AP100

For dates posted from 04/08/26 to 04/17/26
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	04/01/26	Books	17.96		LIBRY	2220 460100	215	101000
53379		2952 DIS Technologies	906.44					
	18559 04/05/26	Monthly Managed IT	906.44		IT	1000 410580	355	101000
53381	E	2673 First Bankcard	1,311.33					
	03/10/26	Computer Supplies	575.76		POLICE	1000 420100	216	101000
	03/11/26	Sm Items Equipment	480.57		POLICE	1000 420100	212	101000
	03/11/26	Postage	15.94*		POLICE	1000 420100	311	101000
	03/17/26	PoliceBuilding	201.93		POLICE	1000 411258	366	101000
	03/27/26	Title&Regristration	37.13		POLICE	1000 420100	870	101000
53382		2558 Hebgen Basin Fire District	57,536.96					
	04/01/26	April 2026	49,753.67		FIRE	1000 420400	357	101000
	04/01/26	April 2026	7,783.29		FIRE	1000 420400	140	101000
53383	E	2673 First Bankcard	1,016.15					
	03/09/26	Bus Voucher	193.99		HELP	7010 450135	370	101000
	03/13/26	Subscription	24.00*		HELP	7010 450135	220	101000
	03/25/26	Help Fund Supplies	190.60*		HELP	7010 450135	220	101000
	03/26/26	Rec Supplies	45.18*		REC	1000 460440	220	101000
	03/29/26	Training Supplies	12.99		SOCSEER	1000 450135	380	101000
	04/02/26	Help fund supplies	507.16*		HELP	7010 450135	220	101000
	04/02/26	Social Supplies	8.99		SOCSEER	1000 450135	220	101000
	04/03/26	Help fund supplies	33.24*		HELP	7010 450135	220	101000
53384		2952 DIS Technologies	2,040.00					
	18562 04/05/26	Monthly IT	740.00		IT	1000 420160	398	101000
	18809 04/15/26	Warranty Renewal	1,300.00		IT	1000 420160	398	101000
53385	E	2673 First Bankcard	232.10					
	03/05/26	Supplies	14.59		DSPTCH	1000 420160	220	101000
	03/12/26	Supplies	21.21		POLICE	1000 420230	220	101000
	03/12/26	Computer Supplies	7.89*		DSPTCH	1000 420160	216	101000
	03/12/26	Supplies	15.37		DSPTCH	1000 420160	220	101000
	03/25/26	Supplies	32.28		DSPTCH	1000 420160	220	101000
	03/25/26	Computer Supplies	23.99*		DSPTCH	1000 420160	216	101000
	03/26/26	Computer Supplies	16.77*		DSPTCH	1000 420160	216	101000
	03/26/26	Background	100.00		POLICE	1000 420100	398	101000

For dates posted from 04/08/26 to 04/17/26
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53388	E	2964 CITI CARDS	1,260.94					
		03/05/26 ConferenrLivingston-Walker	256.72*		ADMIN	1000 410210	370	101000
		03/09/26 MediationMoonriseButte-Walker	118.64*		ADMIN	1000 410210	370	101000
		03/17/26 MunicipalInstitute-Roos	300.00		ADMIN	1000 410210	380	101000
		03/17/26 MunicipalInstitute-BWhite	450.00		ADMIN	1000 410210	380	101000
		03/17/26 WildWest-TC meeting	123.22		LEGIS	1000 410100	220	101000
		04/01/26 Supplies	12.36		ADMIN	1000 410210	220	101000
53389		2 Forsgren Associates P.A.	27,601.25					
		126092 03/27/26 WWTP	27,601.25		WWTP	5320 430640	951	101000
53395		547 WY Chamber of Commerce	1,885.00					
		Towy042026 04/08/26 3.2026 Reimburse Cleaning	1,885.00		CHMBR	1000 411257	357	101000
53397		2546 Century Link QCC	403.33					
		780301824 04/01/26 Voice/Text2-911158435022	403.33*		911	2850 420750	398	101000
53398		95 NorthWestern Energy	2,240.78					
		03/31/26 nat gas 4295437-0 UPDL	117.65		UPDH	1000 411252	344	101000
		03/31/26 nat gas 4295438-8 Police	39.03		POLBLD	1000 411258	344	101000
		03/31/26 nat gas 425439-6 WY BuldDept	98.83		STREET	1000 430200	344	101000
		03/31/26 nat gas 4295447-9 Povah	566.29		POVAH	1000 411255	344	101000
		03/31/26 nat gas 4295466-9 Library	257.83		LBRY	1000 411259	344	101000
		03/31/26 nat gas 4295628-4 OldFirehall	190.14		PARK	1000 460430	344	101000
		03/31/26 nat gas 4295822-3 Iris Lift St	50.06		SEWER	5310 430600	344	101000
		03/31/26 nat gas 4295935-3 Mad Add Sew	28.03		SEWER	5310 430600	344	101000
		03/31/26 nat gas 4295947-8 PW Shop	476.63		STREET	1000 430200	344	101000
		03/31/26 nat gas 4295675-5 TwnHll	416.29		TWNHLL	1000 411250	344	101000
53400	E	2673 First Bankcard	3,476.65					
		03/05/26 Vehicle Repairs	65.45*		STREET	1000 430200	361	101000
		03/05/26 Sewer Supplies	561.60*		SEWER	5310 430630	220	101000
		03/17/26 Vehicle Repair	142.97*		STREET	1000 430200	361	101000
		03/19/26 Sewer SmItemEquipment	748.71		SEWER	5310 430600	212	101000
		03/22/26 MRWSConferHotel-Brown	286.64		WATER	5210 430500	370	101000
		03/22/26 MRWSConferHotel-Brown	286.64		SEWER	5310 430600	370	101000
		03/22/26 MRWSConferHotel-Russell	286.64		WATER	5210 430500	370	101000
		03/22/26 MRWSConferHotel-Russell	286.64		SEWER	5310 430600	370	101000
		03/22/26 MRWSConferHotel-NguyenMoldenha	286.64		WATER	5210 430500	370	101000
		03/22/26 MRWSConferHotel-NguyenMoldenha	286.64		SEWER	5310 430600	370	101000
		03/27/26 Sm Item of Equipment	238.08*		STREET	1000 430200	212	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53405	E	2789 WEX Bank	5,570.30					
	03/31/26	10 JD Backhoe 310SJ	115.01		STREET	1000 430200	231	101000
	03/31/26	91 Ford 6-582	229.94		STREET	1000 430200	231	101000
	03/31/26	Larue D55 SnowBlower	0.00		STREET	1000 430200	231	101000
	03/31/26	Case 821GS Loader 18337	254.76		STREET	1000 430200	231	101000
	03/31/26	14 Water Truck	0.00		STREET	1000 430200	231	101000
	03/31/26	2010 JD 772 Grader	959.98		STREET	1000 420100	231	101000
	03/31/26	92 SS Blower-Yellow	54.29		STREET	1000 430200	231	101000
	03/31/26	02 Freightliner Dump 6-54564A	0.00		STREET	1000 430200	231	101000
	03/31/26	08 GMC Pickup 6-1484	0.00		STREET	1000 430200	231	101000
	03/31/26	JD Loader 624P	138.24		STREET	1000 430200	231	101000
	03/31/26	08 CAT 938H Loader	0.00		STREET	1000 430200	231	101000
	03/31/26	08 904B MiniLoader	0.00		STREET	1000 430200	231	101000
	03/31/26	15 Ford F-250	208.36		STREET	1000 430200	231	101000
	03/31/26	18 2018 Dodge Ram-PW	0.00		STREET	1000 430200	231	101000
	03/31/26	18 Dodge Ram-Police	0.00		POLICE	1000 420100	231	101000
	03/31/26	19 Dodge Durango PD	331.15		POLICE	1000 420100	231	101000
	03/31/26	Multi-Use Vehicle - Sienna	32.77		POLICE	1000 420100	370	101000
	03/31/26	Multi-Use Vehicle - Sienna	43.46*		ADMIN	1000 410210	370	101000
	03/31/26	Multi-Use Vehicle - Sienna	26.75		STREET	1000 430200	231	101000
	03/31/26	Multi-Use Vehicle - Sienna	40.02		WATER	5210 430500	231	101000
	03/31/26	06 Dodge Durango 6-2010	27.94		STREET	1000 430200	231	101000
	03/31/26	Dumptruck	0.00		STREET	1000 430200	231	101000
	03/31/26	15 Sweeper 6-1151	284.43		STREET	1000 430200	231	101000
	03/31/26	'00 FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000
	03/31/26	'14 Ford Intercep	0.00		POLICE	1000 420100	231	101000
	03/31/26	PD Dodge Ram#1	0.00		POLICE	1000 420100	231	101000
	03/31/26	PD Dodge Ram#2	0.00		POLICE	1000 420100	231	101000
	03/31/26	01 Frht truck #1 40138	0.00		STREET	1000 430200	231	101000
	03/31/26	01 Frht truck #2 40144	18.68		STREET	1000 430200	231	101000
	03/31/26	19 Dodge 5500	137.30		STREET	1000 430200	231	101000
	03/31/26	'17 Chevy 3/4 ton white	249.11		STREET	1000 430200	231	101000
	03/31/26	'13 Chevy 3500	39.64		STREET	1000 430200	231	101000
	03/31/26	77 Int'l Dump 6-1368	0.00		STREET	1000 430200	231	101000
	03/31/26	Pickup 6-1450	0.00		STREET	1000 430200	231	101000
	03/31/26	2022 Ford F-150 Police	550.57		POLICE	1000 420100	231	101000
	03/31/26	Tractor	0.00		STREET	1000 430200	231	101000
	03/31/26	2010 Ford Exped6-000046	49.08		HELP	7010 450135	231	101000
	03/31/26	SS Blower Green	0.00		STREET	1000 430200	231	101000
	03/31/26	24 Police F-150 #1 PD23502	171.73		POLICE	1000 420100	231	101000
	03/31/26	24 Police F-150 #2 PD63144	625.51		POLICE	1000 420100	231	101000
	03/31/26	Police F-150 Blue 64373	307.17		POLICE	1000 420100	231	101000
	03/31/26	25 Chevy 3500 Pickup 3835	429.26		STREET	1000 430200	231	101000
	03/31/26	17 Chevy 2500 5578	245.15		STREET	1000 430200	231	101000

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53446		3416 Desert Inn	121.79					
	03/28/26	Lodging Voucher	121.79		HELP	7010 450135	370	101000
53447		3242 Fisher's Technology	902.51					
	1653391 04/03/26	LibraryCopies	94.50*		LIBRY	2220 460100	398	101000
	1651789 03/31/26	HelpFundCopies	45.58*		HELP	7010 450135	220	101000
	1657915 04/14/26	Supplies Toner	762.43		ADMIN	1000 410210	220	101000
53448		40 Jerry's Enterprises	176.21					
	03/17/26	Gas Voucher	55.80		HELP	7010 450135	231	101000
	03/10/26	Gas Voucher	49.01		HELP	7010 450135	231	101000
	03/28/26	Gas Voucher	71.40		HELP	7010 450135	231	101000
53449		999999 VICTORY INSURANCE CO, INC.	550.00					
	04/06/26	CanceledEventReimbursedep/rent	350.00		POVAH	2210 214001		101000
	04/06/26	CanceledEventReimbursedep/rent	200.00		POVAH	1000 361200		101000
53450		171 Montana Food Bank Network	115.53					
	39400-1 04/02/26	Food Bank Supplies	343.75*		HELP	7010 450135	220	101000
	CRJ-15089 03/02/26	Food Bank Supplies Credit	-228.22*		HELP	7010 450135	220	101000
53451		2614 Clair & Dee's Operations, LLC	4,125.54					
	890001269 04/02/26	Vehicle Repair	2,119.25*		STREET	1000 430200	361	101000
	890001270 04/02/26	Vehicle Repair	84.04*		STREET	1000 430200	361	101000
	890001271 04/02/26	Vehicle Repair	190.60*		STREET	1000 430200	361	101000
	890001272 04/02/26	Vehicle Repair	190.60*		STREET	1000 430200	361	101000
	890001282 04/06/26	Vehicle Repair	105.04*		STREET	1000 430200	361	101000
	890001294 04/07/26	Vehicle Repair	1,436.01*		STREET	1000 430200	361	101000
53452		3562 Relentless LLC DBA Desert Snow	749.00					
	17904 01/23/26	3dayCriminalWorkshop-Slowinski	749.00		POLICE	1000 420100	380	101000
53453		2856 DANA Safety Supply, Inc.	250.00					
	1007796 04/07/26	Transport	250.00*		CIP	4000 410210	944	101000
53454		3563 State Pint & Mail	177.06					
	000027416 04/02/26	Supplies	177.06		POLICE	1000 420100	220	101000
53455		3543 James P. Murphey, Ph.D.	1,180.00					
	03/31/26	PsychologicalScreening	1,180.00*		POLICE	1000 420100	351	101000

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53456		2537 Balco Uniform Co., Inc.	128.50					
	86614	03/26/26 Sm Item of Equipment	128.50		POLICE	1000 420100	212	101000
53457		3564 Christian Slowinski	207.00					
	04/16/26	Training 5/5/26-5/7/26Slowinsk	207.00		POLICE	1000 420100	370	101000
53458		2910 Montana Correctional Enterprises	357.00					
	94610	03/25/26 Vests&Jackets	357.00		LEGIS	1000 410100	220	101000
53459		3393 Katie Thompson	208.90					
	04/09/26	Supplies	17.40		FINADM	1000 410510	220	101000
	04/09/26	TaxationConfer-4/6-4/7/26	191.50		FINADM	1000 410510	370	101000
53460		1928 Michele DesRochers	307.80					
	04/08/26	Conference 3.11-3.13.26	307.80		LIBRY	2220 460100	370	101000
53461		3461 Door Guys LLC	240.00					
	04/11/26	Fix Library door	240.00		LIBRY	2220 460100	363	101000
53462		2551 TK Elevator	660.44					
	3009408965	04/01/26 ServicePovah Elevator	660.44		POVAH	1000 411255	350	101000
53463		2822 Montana Drains LLC/Clear Blu	2,970.00					
	4619	04/09/26 EmergencySuctionExcavation	2,970.00		WATER	5210 430500	357	101000
53464		254 Firehole Fill Up/Economart	42.55					
	03/31/26	Fuel	42.55		STREET	1000 430200	231	101000
53465		3561 Pine Cove Consulting, LLC	13,400.00					
	26856C	04/07/26 InstalofKeylessEntry-TownHall	6,200.00*		TWNHLL	1000 411250	920	101000
	26857C	04/07/26 InstalofKeylessEntry-Povah	7,200.00*		POVAH	1000 411255	920	101000
53466		3241 Bridger Analytical Lab	330.00					
	2604271	04/15/26 Water Testing Fees	330.00		WATER	5210 430500	348	101000
53467		3499 BROADWATER EQUIPMENT SERVICES	4,160.43					
	1240	03/25/26 Repairs Equipment	4,160.43		STREET	1000 430200	369	101000
53468		2762 Mission Communications, LLC	3,885.40					
	2012207	09/11/25 ScadaService Water	1,942.70		WATER	5210 430500	357	101000
	2012207	09/11/25 ScadaService Sewer	1,942.70		SEWER	5310 430600	357	101000

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53469		3261 Targhee Services	99.95					
	88 04/15/26	Repairs Vehicle	99.95*		STREET	1000 430200	361	101000
53470		999999 LUIS GONZALEZ	300.00					
	04/07/26	Exonerated Bond Gonzalez	300.00		COURT	7469 212401		101000
53471		3236 Nubia Allen	225.00					
	04/07/26	SpanishInterpreter	225.00		COURT	1000 410360	350	101000
53472		2801 West Yellowstone Back & Neck	150.00					
	04/06/26	DOTPhysicalMoldenhauer	150.00		STREET	1000 430200	351	101000
53473		3315 IAS EnviroChem	1,582.00					
	2602031 04/16/26	Sewer Testing Fees	1,582.00		SEWER	5310 430600	348	101000
53474		3565 Destination Evernts	5,000.00					
	26-14 04/14/26	WestYellowstone Festival	5,000.00		MAP	2101 410130	398	101000
53475		2099 Quick Print of West Yellowstone	27.55					
	21974 04/09/26	Greenup Earth DayFlyers	27.55*		REC	1000 460440	220	101000
53476		999999 NINA MARIELLA ARREGUIN	300.00					
	04/07/26	Exonerated Bond-JPRResendiz	300.00		COURT	7469 212401		101000
# of Claims			47	Total:		153,425.80		
Total Electronic Claims			17,835.63	Total Non-Electronic Claims		135590.17		

Fund/Account	Amount
1000 General Fund	
101000 CASH	102,023.93
2101 Marketing & Promotions (MAP)	
101000 CASH	5,000.00
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	3,824.45
2850 911 Emergency	
101000 CASH	403.33
4000 Capital Projects/Equipment	
101000 CASH	250.00
5210 Water Operating Fund	
101000 CASH	6,142.64
5310 Sewer Operating Fund	
101000 CASH	5,773.02
5320 Sewer Replacement Depreciation Fund	
101000 CASH	27,601.25
7010 Social Services/Help Fund	
101000 CASH	1,457.18
7469 City Court - Judge Jent	
101000 CASH	600.00
Total:	153,425.80

Town of West Yellowstone
Town Council Meeting
April 7, 2026

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

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

OTHERS PRESENT BY ZOOM: Jan Neish-Island Park News, Scott Hazelton-Sunflower Peak Planning, Peggy Russell

The meeting is called to order by Mayor Travis Watt at 5:00 PM at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

WORK SESSION

Mayor Watt calls the meeting to order, the first topic for the work session is revisions to the business license ordinance, West Yellowstone Municipal Code (WYMC) Chapter 5.04. Town Manager Dan Walker explains that he and the staff have reviewed the current ordinance with input from the Town Attorney. Walker explains that they have instituted the zoning permit process since the last time the ordinance was updated. The group discusses the section that differentiates licenses for commercial and residential rentals. They agree that the language should be clarified, and the staff indicates they will work on it. Walker directs the group to the section that requires approval of business licenses by the Town Council. He says that this is probably the biggest change they are recommending. He points out that other permits are issued by staff, but it is cumbersome to wait for the next council meeting to issue a business license. Benike asks if commercial business licenses will still go through DRG, Planning Board, and a site plan review. Walker confirms that they will, the issuing of the license is the last step in the process. Walker says that this change will also allow them to do away with the short-term business license requirement. Roos clarifies that when a business changes ownership only, the staff verify the parking and site plan for the business, but they do not have to go through a parking review or bring the business into compliance with current regulations. Walker points out some minor changes made to the language pertaining to event permits and resort tax collections. They also discuss the appeal board, which would review revocations or denials of business licenses. Forsythe asks for more explanation about the process they would follow to revoke a business license. Thompson and Walker describe the process they follow with legal counsel, which can lead to daily citations and court proceedings. Roos describes the process they will follow to prepare the new ordinance for adoption, which will include a public hearing and two readings at council meetings. New ordinances go into effect 30 days after approval of the second reading.

The next topic of discussion is the establishment of a Housing Fund Policy. Walker explains that they have drafted some ideas for the Council to consider. Finance Director Katie Thompson shares several ideas that a housing fund could be used for: rental assistance, down payment assistance to purchase a home, the difference between affordable and attainable housing. The group also discusses whether they are considering grants or loans. Watt says he would struggle to use the fund for rental assistance considering the prevalence of workforce housing in the community. Watt and Wittmer agree that there are other public programs that offer such assistance. Scott Hazelton, contract planner for Sunflower Peak Planning, shares that he has seen programs that blend grant and loan assistance together such as loaning money for down payment assistance, but it can be forgiven if they stay a certain number of years. Thompson says that another option for the fund could be gap financing for purchases, subsidizing the cost of land in the 80 acres, or possibly offsetting utility connection and monthly fees. The group considers parameters for applications including residency, income limits, and use of the funds. They discuss allocating a set amount of money to the fund on an annual basis. Thompson also addresses non-compliance and also says they can hire an organization such as HRDC or the Big Sky Housing Trust to administer the fund. Thompson says they may also consider retirees and assisting people that want to stay in their homes. Walker asks the Council to consider these

options and what the Town should do to encourage the development of necessary housing. Forsythe questions whether the Town is just becoming a bank and if it is appropriate to spend the Town's money that comes from the resort tax in this way. He says his biggest concern is helping the Town employees so they can live here. He feels like the problem lies with the businesses and they should pay their employees enough to live here or build housing for their employees. Forsythe says that he thinks a professional banking organization should be used. The work session is adjourned at 6:15 PM.

Public Comment Period

No comments are received.

Council Comments

No council comments are received.

ACTION TAKEN

- 1) Motion to go into executive session at 7:05 PM to discuss pending litigation for the Moonrise Development lawsuit. (Watt, Benike)
- 1) The Council adjourns into executive session at 7:00 PM to discuss pending litigation pertaining to the Moonrise Development lawsuit. The executive session is adjourned at 8:00 PM and the Council returns to open session.
- 2) Motion carried to approve a Purchase Order #7026 to Sweet Electric for \$20,369.42 to replace electrical components damaged during the power outage at the sewer lift station. (Wilson, Benike)
- 3) Motion carried to approve the claims, which total \$1,129,406.18. (Wittmer, Wilson) Forsythe abstains from claim #53378 to Westmart Building Center for \$1396.87.
- 3) Motion carried to approve the business license application for El Cubano, a mobile food vendor that will be located at 3 Yellowstone Avenue. (Wilson, Benike)
- 4) Motion carried to approve the minutes of the March 17, 2026 Town Council work session and meeting. (Forsythe, Wittmer)
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that Corey White has been officially appointed to the position of Chief of Police following an internal recruitment and interview. Walker reports on a recent housing meeting and the new lock system at the Town Hall and Povah Center. He is meeting with Hebgen Basin Fire this Friday. The Department Heads have completed their employee reviews. He will be working on reviews for the Department heads during April. The light pole replacement project starts on Monday, they will be replacing light poles throughout the Town.
- 5) Motion carried to approve Change Order #4 for \$27,960.00 with Record Steel Construction, Inc. (RSCI), the contractor for the wastewater treatment facility, for a total contract price of \$31,328,552.88 for the purpose of adding an additional walkway outside the building. (Forsythe, Wittmer)
- 5) Forsythe says that this is only the fourth change order for the project, which is commendable for a project of this size.
- 6) Motion carried to approve the first reading of Ordinance No. 281, an ordinance amending the zoning map for the Town of West Yellowstone. (Benike, Wilson)
- 7) Motion carried to approve the Application to Maintain an Encroachment for the purpose of erecting a greenhouse that extends partially onto public property for the months of May, June and July 2026. (Benike, Wittmer) Forsythe abstains, motion passes.

- 8) Motion carried to approve the request to waive the resort tax bond for Serenity Rentals made by Matt & Ramona Stubblefield. (Wilson, Benike)

- B) Mayor Watt explains that they annually conduct a review of the Town Manager. He explains that last year they changed the format they use to conduct the review. He says the new format allows all the council members to conduct a written review and then two of the council members sit down with Walker and discuss the comments. He says that then they come back and meet with the Council to review. Walker says he will also share a copy of his employment contract so that everyone understands the expectations. Watt says he will send out the form they used last year and they will start with that.

- 9) Motion carried to authorize town attorneys Jane Mersen and Lilla Lund to make an offer of settlement for the Moonrise litigation. (Benike, Wilson)

The meeting is adjourned at 8:35 PM.

Mayor

ATTEST:

Town Clerk





Weekly Recreation Snapshot

Town of West Yellowstone • Recreation Coordinator: Rachel Spence

Week of 04/12-18/26 Submitted to: Dan Walker, Town Manager

💡 **Highlight** – This week’s highlight is just feeling grateful for the everyday things: family, health, work, and life feeling steady and normal. Sometimes that alone is the biggest win.

Weekly Updates

1) Summer Recreation Program Preparation

This week has been heavily focused on planning and preparing for the Summer Recreation program. Key updates include:

- Updated and refined the Summer Recreation brochure to ensure clear, engaging, and accurate information for families.
- Met with Katie to finalize program costs and establish clear scholarship procedures and guidelines.
- Reserved transportation for upcoming field trips and adventure days to secure availability in advance.
- Posted the Summer Recreation Counselor position and began the hiring process; received four completed applications and have three additional interested candidates.
- Started reviewing applications and preparing for interviews and hiring decisions.
- Continued working on finalizing weekly adventure days, including locations, logistics, and scheduling.
- Began coordinating staff training requirements, including lifeguard certification and overall program readiness.
- Met with the library to align expectations, goals, and structure for participant visits and collaborative activities.
- Ensured all program information is accurately listed and live on Sportsman and the town website for public access.
- Ongoing coordination and communication with partners and vendors to support a smooth and successful program rollout.

2) Earth Day Love Where You Live April 22nd

All plans are finalized for the *Love Where You Live* Earth Day Celebration! Supplies have been purchased, flyers are out in the community, and all participating organizations are confirmed and ready to go. I’m really excited for a fun, high-energy event that brings the community together to celebrate sustainability, promote recycling, and inspire pride in the place we call home.

3) Town Clean-Up & Final Engagement for Parks Master Plan:

Plans are in motion for the Town Clean-Up and final engagement for the Parks Master Plan. We adjusted the event date to May 16th to accommodate the high school graduation on May 30th. The Parks & Recreation Board agreed that moving it earlier will help maximize participation before summer schedules get too busy.

We also discussed transitioning from the traditional post-event BBQ to hosting the gathering at YBC. This shift will significantly reduce staff workload and allow us to stay focused on delivering a successful clean-up event. YBC has been great to work with and is excited to host us, providing a relaxed and welcoming space for the community to gather afterward.

Event Schedule:

- **8:30–9:00 AM:** Meet at City Park to pick up “clean-up kits”
- **9:00–11:30 AM:** Community clean-up (participants can choose their own areas or be assigned locations)
- **11:30 AM:** Return bags to the park or utilize Public Works roaming collection
- **12:00–2:00 PM:** Community after-party at YBC (Nacho Bar planned!)

Sunflower Planning will host the final engagement during the afterparty, encouraging community members to share feedback on the Parks Master Plan. The goal is to connect the day’s efforts, cleaning and caring for our spaces with shaping their future.

Now we’re just hoping for great weather and strong community turnout!

Goals / Next Steps:

With the Earth Day Festival fully set, the focus now shifts to upcoming events, including the Cupcake Decorating Event and the Town Clean-Up. With multiple events approaching, priorities will be on continued organization, coordination, and execution to ensure each event runs smoothly and successfully.

Finalize remaining details for Summer Rec so that we can open registration by May 1st.



LOVE WHERE YOU LIVE: A WEST YELLOWSTONE EARTH DAY FESTIVAL



Celebrate, learn, and play at a fun-filled community festival featuring hands-on activities, interactive booths, and engaging experiences designed to inspire all ages to care for and connect with the world around them.

Wednesday, April 22nd
Holiday Inn, 4 - 6 PM

Activities/Tables Include:

- Bouncy house & face paint
- Grizzly & Wolf Discovery Center, National Park Service, and the U.S. Forest Service
- Games
- Prizes
- Earth cookies & mud cups!



For More Information

cwasteneys@delawarenorth.com

rspence@townofwestyellowstone.com



Public Works

04/13/26 thru 04/16/26

RSCI Contractors are working on the following:

Thickener Hatches and Grating, Cantilever Deck Handrail, Electrical Room Partition Wall, Thickener Piping and Support, HVAC, 2nd Aeromod Trip-Mech. Checkout/Diffusers, 3rd Aeromod Clean Water Testing Prep (Elec), Install Conduit Thickener Room, Fill Tanks for Loop.

Marvin from Aeromod is giving extensive training on better understanding of sludge settling and blanket control in clarifiers, improved aeration efficiency (saving energy while maintaining proper dissolved oxygen levels), troubleshooting skills for common issues like bulking sludge, foaming, or poor effluent quality, and more confidence in day-to-day operational decisions. The wastewater/water crews will be attending.

We received a special use permit to open the service road behind the wastewater plant early so RSCI can use the road during construction.

Collect water bacteria samples and were taken to Bridger Labs for analysis. Samples non-detect.

Contractor is in Town installing new streetlights on Electric St, Grizzly Loop, Hayden St, and Gibbon. The new lights look great, and the project is progressing smoothly.

Public works crews are working on the following:

All garbage and recycling receptacles are now in place throughout the Town for the park's opening

Alleyway road grading

Street sweeping

Street signs are being fixed or replaced after the winter season

Working on Town cleanup

Prepping lawns for fertilizer

Replaced toilet and large windowpane in Library

Working on equipment bids for the 2027 fiscal year

If you have any questions, please contact me.

Thank you,

Jon Brown

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 4-16-2026
Date: Friday, April 17, 2026 8:21:04 AM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@westyellowstone.gov>
Sent: Friday, April 17, 2026 5:04 AM
To: Dan Walker <dwalker@westyellowstone.gov>
Cc: Jon Brown <jbrown@westyellowstone.gov>
Subject: Bullet points 4-16-2026

Bullet points 4-16-2026

- #1 Water leak repair 811 Hayden
- #2 playground inspection at pioneer park
- #3 Pot hole town's main line for Marriot
- #4 Cemetery spring inspections.
- #5 Talked to owners of play mill about construction garbage and encroachment over new sidewalk canopy.
- #6 Rails for Trails meeting for parking lot on Iris.
- #7 Sewer plant inspection walk thru.
- #8 Placed rod run donated benches at Pioneer park and Canyon.
- #9 Followed along with State building inspectors for Point S apartment, old Play mill, old one horse new hotel.
- #10 Sewer plant training
- #11 Building and sign question calls answered
- #12 Building dept design criteria page for website work
- #13 Snow removal



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

HIGHLIGHTS April 9th -16th



THE OFFICE WAS CLOSED THE 9TH FOR AN APPOINTMENT IN IDAHO AND THE 14TH FOR A TEFAP FOOD SHIPMENT, BUT WE STILL MADE RECORD FOOD BANK VISITS OF 50 PEOPLE, AND THAT WAS JUST FOR FOOD 😊 (Do you love the April scenery picture?)

Food bank visits – 50

Clothing bank visits – 14

Clothing bank donations – 4

Volunteers (Clothing bank) - 5

Medicaid assistance – 2

Medicare – 1

Unemployment -1

Motel voucher – 2

Gas voucher – 2

Diapers – 1

SNAP card assistance - 1

TEFAP food shipment – 1 (Apr. 14th)

UPCOMING COMMUNITY EVENTS

Annual Garden Workshop event in the works for May 6th

Ability Montana (Self-Direct Personal Care Services) Event May 28th



APRIL 17, 2026

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- Re-posted the position of Social Services Assistant, this is a full-time year-round position. Applications will be accepted from internal candidates through May 1, 2026. We are also advertising for a police officer, dispatchers, seasonal laborers and summer recreation counselors.
- Development Review Group (DRG) meeting to review the zoning permit for Sleepy Hollow lodging project at 124 N Electric Street. We are anticipating a Planning Board Meeting on April 29, 2026 to review this project and the hotel that is proposed for 635 Gibbon.
- MMIA is ending their workers compensation program. We are shopping for a new carrier and agent. Most cities in the state are switching to Montana State Fund.
- The new building access control system has been installed at the Town Hall and Povah Center. We are still working out some of the details, but the buildings can be locked and unlocked remotely, using a phone app, or with a key fob. We will also be able to track who comes in and out of the buildings. They are waiting for a new door to be installed at the Police Department to set up access there.
- We are slowly switching all the email accounts over from “townofwestyellowstone.com” to “westyellowstone.gov”. It’s only six letters less, but we think it is a really good change. Our IT support is helping us create aliases so emails sent to the old addresses are still delivered. Once all the email addresses are converted, we will work on changing the domain for the website.
- Prepared payroll for April 17 and the Town Council Agenda & Packet for April 21, 2026.
- YNP opens today, bring on the summer season!





Week of 04.13.2026

Peggy was able to attend a Neptune 360 training session this week to go over their software. This is a new system we had to change to in 2024. Neptune 360 is what we now use to do our water meter readings. These training courses are encouraged to stay with the times on their software updates and new news that they need to get out to their users.

Our workers' compensation provided by MMIA will be terminated at fiscal year-end. We are working on gathering quotes and that process as an administration item. They have been great to work with, but we are thankful for about a whole year's worth of notice on this issue, so we feel well prepared on the steps ahead.

I had my annual review. I'm looking forward to the year ahead and thankful to be a part of this team.

Business license renewals will be sent out on Friday, May 8th. Please wait until after this date to renew your business license.

I am headed out on vacation. I will be back to work on 4/27.

A hui hou!



WEST YELLOWSTONE POLICE DEPARTMENT

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

Date: April 16, 2026

Subject: Weekly Police Department Report

Dan and Council Members,

I wanted to provide you with a summary of activities and updates for the West Yellowstone Police Department over the past week. We continued the background investigation process for a current officer candidate, working toward ensuring we bring in a qualified and well-vetted addition to our department.

This week also involved a significant amount of time addressing ongoing computer and technology needs. In coordination with DIS Technologies, we worked through various system issues and successfully programmed three department computers to improve overall functionality and efficiency. Additionally, upon returning from vacation, Brenda was able to help resolve several computer-related issues that were identified and are actively being addressed in coordination with DIS to ensure continued system reliability.

Updates were also made to CentralSquare, and at this time, it appears that prior citation-related issues have been resolved, improving reporting and processing efficiency.

On Sunday, April 12th, I personally covered patrol operations within the Town due to an officer being assigned to a priority investigation stemming from a crime that occurred locally. That officer conducted follow-up interviews in Bozeman at the hospital, ensuring the case continued moving forward without interruption to patrol coverage within Town limits.

We completed the installation of new tonneau cover on one of our patrol trucks, which will help protect department equipment and improve organization and longevity of gear stored in the vehicle.

Brenda and I prepared and submitted a purchase order for new portable radios, as well as an additional purchase order for a new printer to support department operations. The radio upgrade is necessary as our current radios are outdated, no longer supported, and

will present operational and interoperability challenges moving forward—especially with recent encryption updates at the county level.

Additionally, I worked on submitting a grant application through the Montana Department of Transportation for the STEP (Selective Traffic Enforcement Program) grant. If awarded, this funding will assist in offsetting overtime costs related to traffic enforcement efforts.

We conducted our regular weekly call review meeting with Hebgen Basin Fire Department and WYPD Administration, continuing to strengthen interagency coordination and response effectiveness.

As we approach the busy season, both officers and dispatch personnel have been handling an increase in more dynamic and complex calls for service. The team has been performing well under increased demand and continues to provide a high level of service to the community.

On a professional development and recognition note, I have been appointed to serve as a board member for the Gallatin County DUI Task Force. Additionally, Officer Slowinski and I were recognized by the Task Force for our DUI enforcement efforts during 2025, which reflects the department's continued commitment to roadway safety.

Dispatcher Adele is finishing her second week at the Montana Law Enforcement Academy's Communications Officer Course and is scheduled to graduate on April 17th. This is a great accomplishment and will further strengthen our dispatch operations.

In recognition of National Public Safety Telecommunications Week, we would also like to encourage everyone to take a moment to thank a dispatcher for the critical role they play in public safety operations.

Lastly, I have officially moved into my new office and am in the process of getting fully settled in, which will help streamline administrative operations moving forward.

Weekly Statistics:

- 137 Calls for Service
- 19 Citations Issued
- 51 Warnings
- 6 Cases Generated
- 3 Arrests
- 1 Vehicle Crash
- 8 Fire/EMS Calls

Respectfully,

Chief Corey White

West Yellowstone Police Department

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING Ordinance No. 281 Zoning Map

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing on **April 21, 2026**, regarding Ordinance No. 281. Ordinance No. 281 amends Chapter 17.02.030 of the West Yellowstone Municipal Code by adopting the current zoning map.

Complete copies of the proposed ordinance are posted on the Town's website: www.townofwestyellowstone.com or are available at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT. The public hearing will be held during the regular Town Council Meeting which begins at **7:00 PM on April 21, 2026**. The meeting will take place at the Town Hall, 440 Yellowstone Avenue in West Yellowstone, Montana, at which time oral testimony will be taken from the public. The meeting will also be broadcast on the internet using Zoom, meeting ID 893 834 1297. Oral testimony will be accepted through Zoom during the hearing. Comments through the chat function will not be accepted. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, by mail to PO Box 1570, West Yellowstone, MT, 59758 or by email to: eroos@townofwestyellowstone.com. For further information, please contact the staff at the Town Hall by phone at (406) 646-7795.

-- Elizabeth Roos, Town Clerk



ORDINANCE No. 281

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 21st, 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 21st day of April, 2026.

Mayor Travis Watt

Council Member Julia Wittmer

Council Member Brian Benike

Council Member Greg Forsythe

Council Member Brock Wilson

ATTEST:

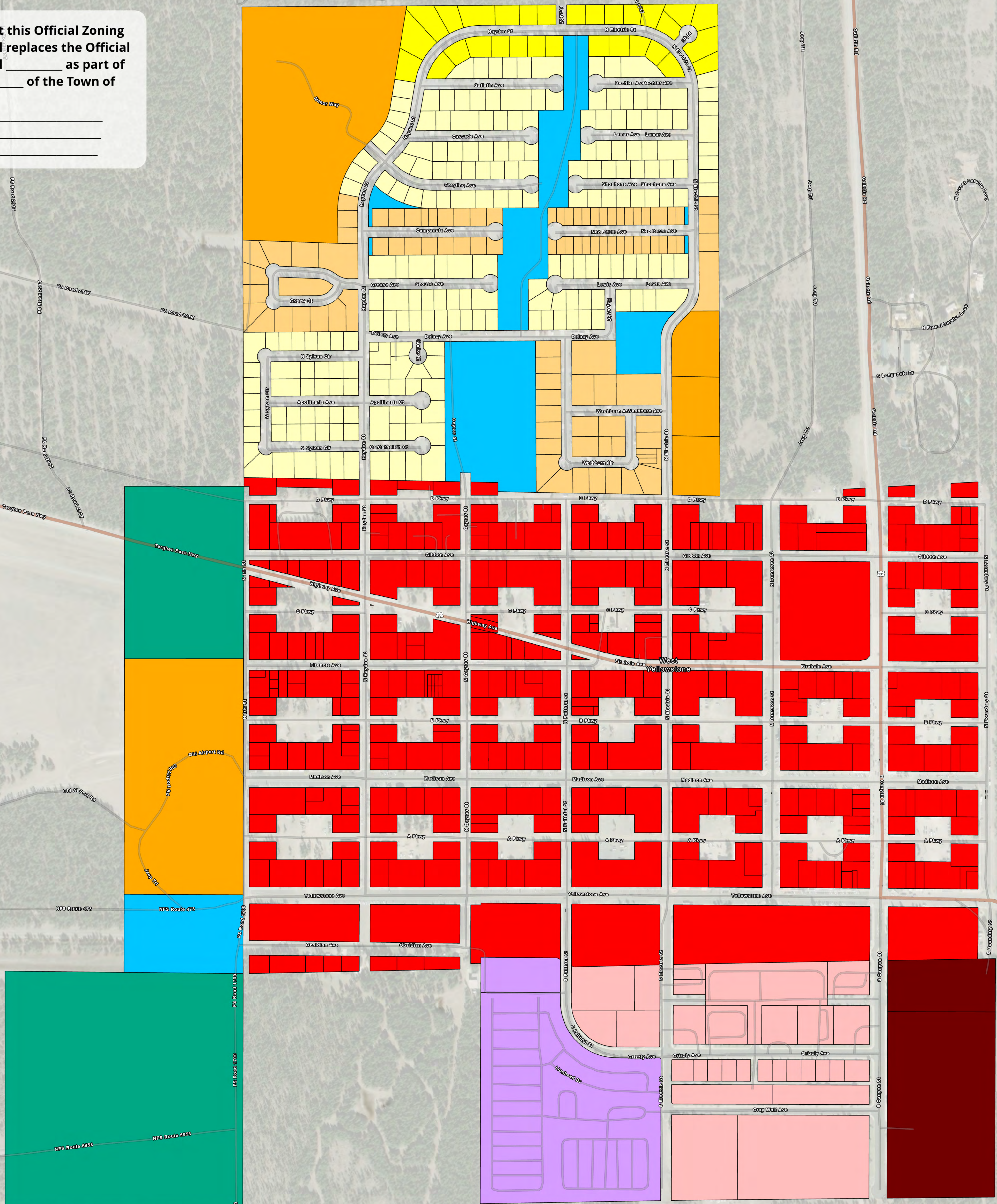
Town Clerk Elizabeth Roos



Town of West Yellowstone Zoning Map

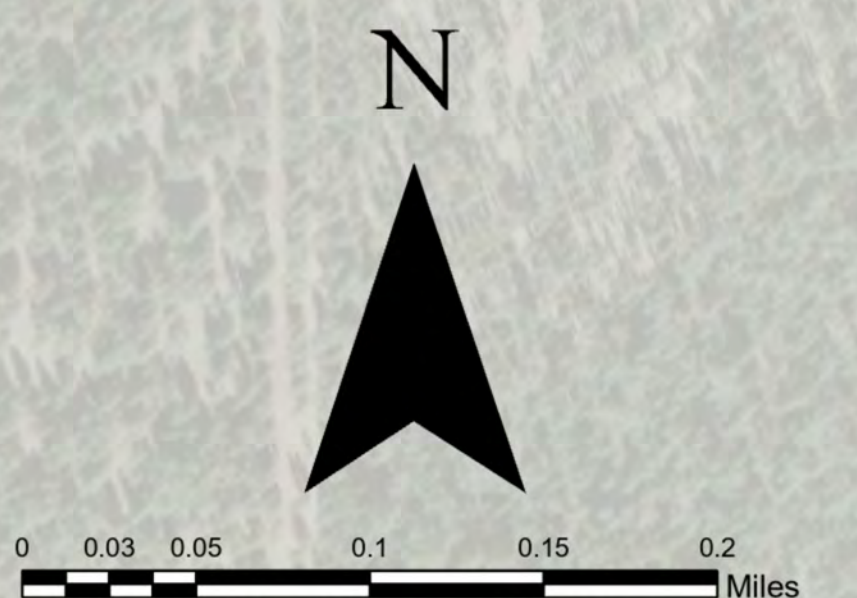
This is to certify that this Official Zoning Map supersedes and replaces the Official Zoning Map adopted _____ as part of Ordinance Number _____ of the Town of West Yellowstone.

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.281 Exh.A)

ORDINANCE No. 282

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING SECTION 5.04 OF THE WEST YELLOWSTONE TOWN CODE TO CORRECT AND CLARIFY CERTAIN PROVISIONS OF THE BUSINESS LICENSE ORDINANCE

WHEREAS, the Town Council of the Town of West Yellowstone believes that requiring businesses which operate in the Town to obtain a business license, which allows the Town to obtain information about the business, ensure the business meets the other requirements of the Town Code and complies with the Resort Tax requirements of the Town, is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, The Town adopted Section 5.04 Business Licenses originally in 2006 and amended it in 2018; and

WHEREAS, The Town has noticed that certain provisions of the code were not clear and enforcing those provisions was difficult; and

WHEREAS, the Town held a work session on revisions to the code on April 7, 2026; had the first reading of the Ordinance at a duly noticed open meeting on April 21, 2026 at which time it heard from staff and took public comments on the Ordinance; and

WHEREAS, on May 18, 2026, The Town Council held a public hearing on the second reading of the Ordinance at which it took public comment either for or against the Ordinance:

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following amendment be made to the municipal code of the Town of West Yellowstone, effectively amending Section 5.04 as set out in the attached Exhibit A:

Section 1: The revised code is attached hereto as **Exhibit A**.

Section 2: REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

Section 3: 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 4: 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 ____ day of _____, 2026.

Mayor Travis Watt

Council Member Greg Forsythe

Council Member Brian Benike

Council Member Julia Wittmer

Council Member Brock Wilson

ATTEST:



Town Clerk Elizabeth Roos

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.

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. 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 including a parking plan if required, required fire and health inspection documentation if required, and obtaining approval for a business license.

i) Nightly rentals: Each Nightly Rental shall obtain a business license, regardless of its location or ownership.

ii) Multiple family residential units: If a multi family residential building is located on a lot with another multi family residential building and under the same ownership, the units may have a single business license.

iii) Single family residential rentals shall each obtain a business license, regardless of location or ownership. ~~Failure to obtain a business license prior to operating a business within the corporate limits of the town constitutes a violation of this chapter.~~

In no event shall a nightly rental share a business license with a residential rental or multi family residential rental.

~~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 that have been 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, 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 town clerk shall review refer the application and issue a business license 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.~~

ED- 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 without further review. ~~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.

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 Business License ~~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:

1. Submit an application at least 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. ~~It is recommended that the entity or person organizing or sponsoring the exposition start the licensing process at least thirty calendar days in advance.~~ 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.~~ Latemain. 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 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;
- 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;

EF. 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 parking 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 Council. ~~town business license review board. The business license review board shall consist of the finance director (or designee), the mayor (or designee) and a member of the town council other than the mayor.~~ The ~~business license review board~~ Town Council 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 Town Council 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 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)

West Yellowstone Mayor, Travis Watt
Town Council Members
Town Manager
Town Clerk

Dear Mayor Watt and Members of the Town Council,

Thank you for taking the time to consider my application for the 2026 Community Market of West Yellowstone. This will be my third year organizing and hosting the event, and I am pleased to report that the market has become increasingly stable, with a consistent group of vendors and a growing number of returning visitors each season.

The West Yellowstone Community Market is an outdoor venue that provides an opportunity for local artists, crafters, and small businesses to offer locally and regionally made goods to both residents and visitors. The market continues to serve as a meaningful connection between our community and those who come to experience our gateway town.

All vendors are responsible for their own tents, setup, and breakdown. In response to increased wind conditions experienced in recent years, we will be implementing stricter requirements for tent anchoring and weight to ensure safety for all participants and guests.

Public restrooms are available at the Visitor Information Center, and parking is accessible along Yellowstone Avenue as well as at the Visitor Center lot.

Vendor participation will vary throughout the season; however, we anticipate continued growth and a diverse selection of products that will encourage strong public engagement. To maintain a family-friendly atmosphere and uphold the positive image of our community, alcohol and amplified sound will not be permitted.

The market season will begin on Memorial Day weekend and continue through the last Thursday in September.

For the 2026 season, we have made several improvements. The market has been relocated from the Museum of Yellowstone front lawn to the green space surrounding the Visitor Information Center. This new location provides increased visibility, improved foot traffic, and better protection from wind exposure.

Our regular weekly schedule will be Thursdays from 1:00 p.m. to 7:00 p.m. In addition, we have included several special event dates, weather permitting:

- Memorial Day Weekend: Friday and Saturday, 10:00 a.m. to 3:00 p.m.
- Independence Day Celebration:
 - Thursday, July 2: Regular hours (1:00 p.m. – 7:00 p.m.)
 - Friday, July 3 and Saturday, July 4: 9:00 a.m. to 4:00 p.m.

As in previous years, we will continue to support youth participation by offering complimentary booth space for children of participating vendors.

I respectfully request consideration for a waiver of the Resort Tax bond. Over the past two years, we have demonstrated consistent and reliable management of Resort Tax collection. Taxes are collected daily, submitted weekly, and documentation is provided to vendors for their records, ensuring full compliance and transparency.

Thank you again for your consideration and continued support of this community event. I am committed to ensuring the Community Market remains a well-organized, safe, and valuable addition to West Yellowstone. I would welcome the opportunity to discuss any questions or recommendations you may have.

Respectfully,
Kenny Jones

(406) 640-0824

kjones@kennyjonesphoto.com

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

APPLICANT INFORMATION

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

Name of Event: Town Market of West Yellowstone

Location of Event: 30 Yellowstone Ave (Visitor Center)

Date(s) of Event: See attached list of dates

Start time: 1:00 pm End time: 7:00 pm

Sponsor Organization: Kenny Jones

Contact Person: Kenny Jones

Contact Mailing Address: PO Box 1612 West Yellowstone, MT 59758

Contact Phone Number: 406-640-0824

Contact Email Address: kjones@kennyjonesphoto.com

Number of expected attendees: Variable


Event Fee \$25.00 Paid Yes No Date: _____

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

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

Total Due: _____

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



Signature

3/2/2026

Date



VISITOR CENTER
30 YELLOWSTONE AVE

