

Town of West Yellowstone

Tuesday, June 2, 2026

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION – 6 :00 PM

FY 2027 Budget-Capital Improvement Plan

Discussion

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #7002 to Mountain Valley Construction, magnesium chloride alleys, \$21,600.00

Claims

Minutes: **May 18, 2026 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

NEW BUSINESS

Resolution No. 835, Special Event(s) Open Container

Discussion/Action

- Big Sky Anglers 10th Anniversary, June 27
- Wild West Horse Stampede, July 31-August 1
- West Yellowstone Rod Run, August 7-8

Special Event(s) Outside Amplification Permits

Discussion/Action

- Big Sky Anglers 10th Anniversary Celebration, June 27, 2026
- Buffalo Chip Chuck, July 4, 2026
- West Yellowstone Horse Stampede, July 31-August 1, 2026
- West Yellowstone Rod Run, August 7-8, 2026

Request to Waive the Resort Tax Bond, Yellowstone Rod Run, August 7-8, 2026

Discussion/Action

Application to Maintain an Encroachment

Discussion/Action

BCC Construction Group on behalf of Towneplace by Marriott, 105 Faithful Street

Advisory Board Appointments

- Business Improvement Advisory Board, Carrie Hales
- Cemetery Board of Trustees, Brad Schmier, Rocky Hermanson, Jerry Johnson

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.





Capital Improvement Plan Overview

A Capital Improvement Plan (CIP) is a strategic planning and budgeting tool used by the Town to identify, prioritize, and fund major capital expenditures over a multi-year period. The CIP helps ensure that the Town can responsibly maintain, improve, and expand public infrastructure, facilities, equipment, and other long-term assets while balancing financial sustainability and operational needs.

The plan serves several important functions, including:

- Supporting long-term financial planning and budgeting
- Identifying infrastructure and facility needs
- Prioritizing projects based on community impact, safety, and operational necessity
- Coordinating funding sources and timelines
- Promoting transparency and accountability in the use of public funds

Capital improvement planning allows the Town to proactively address aging infrastructure, equipment, and future growth needs while minimizing unexpected financial impacts.

For the purposes of the Town of West Yellowstone's Capital Improvement Plan, a capital improvement project is defined as the acquisition, construction, replacement, or major improvement of physical assets that provides long-term value to the Town and has a useful life extending beyond a single fiscal year.

Examples of capital improvement projects may include, but are not limited to:

- Street and sidewalk improvements
- Water and sewer infrastructure upgrades
- Building construction or renovations
- Major park improvements
- Vehicle and heavy equipment purchases
- Technology or facility improvements with long-term use

To qualify as a capital improvement project under the Town's policy, the total project or asset cost must be valued at \$5,000 or more. Projects or purchases below this threshold are generally considered operating expenditures and are budgeted through normal operational processes.

The Capital Improvement Plan is an essential component of the Town's long-term financial management strategy. Establishing clear criteria for capital projects, including the \$5,000 capitalization threshold, helps ensure consistency, accountability, and effective stewardship of public resources.

info@townofwestyellowstone.com

PURCHASE ORDER

Date

Ship Via 2820-430200-451

Order No. 7002

Department Roads & Streets

TO: Mountain Valley Construction

ADDRESS: P.O. Box 331 Rexburg ID 83440

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
16,000 gallons	Mag Chloride in Alleyways For Dust control 1.35/gallon

Estimated Cost \$ 21,600.00 Requested By: Jon Brown

Accounting Code 2820-430200-451 Authorized By:

VENDOR COPY - White OFFICE COPY - Canary Approved By:

Jon Brown

From: Paula Cooper <mvconstruction@hotmail.com>
Sent: Tuesday, May 26, 2026 11:48 AM
To: Jon Brown
Cc: garylynncooper@hotmail.com
Subject: 2026 Mag Quote

Jon,

Gary asked me to send you a quote for the mag chloride for this year. Last year we used 16,000 gallons. The cost this year is \$1.35/gallon, so using the same amount the total cost would be \$21,600.00

Thanks,

Brett Gyorfy
Accounting Dept.



* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53598		42 Fall River Electric	11,881.92					
	05/20/26	PARK, old firehouse 2901001	101.51		PARK	1000 411253	341	101000
	05/20/26	povah comm ctr 4212001	339.65		POVAH	1000 411255	341	101000
	05/20/26	unmetered lights 4212004	1,453.84		STLITE	1000 430263	341	101000
	05/20/26	RR Well 4212005	69.76*		WATER	5210 430500	341	101000
	05/20/26	IRIS LIFT STATION 4212006	429.04*		SEWER	5310 430600	341	101000
	05/20/26	POLICE 4212008	296.94		POLICE	1000 411258	341	101000
	05/20/26	TOWN HALL 4212009	335.90		TWNHLA	1000 411250	341	101000
	05/20/26	ICE RINK 421010	81.55		PARKS	1000 411253	341	101000
	05/20/26	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	05/20/26	Sewer Plant 4212012	5,760.85*		SEWER	5310 430600	341	101000
	05/20/26	South Iris Street Well 4212013	249.41*		WATER	5210 430500	341	101000
	05/20/26	Hayden/DeLaceyPump 4212014	185.64*		SEWER	5310 430600	341	101000
	05/20/26	Hayden/Grouse Well 4212015	39.00*		WATER	5210 430500	341	101000
	05/20/26	911 Tower 4212016	160.66		911	2850 420750	341	101000
	05/20/26	MADADD H20 Tower 4212017	56.79*		WATER	5210 430500	341	101000
	05/20/26	SHOP 4212018	141.30		STREET	1000 430200	341	101000
	05/20/26	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	05/20/26	ANIMAL 4212029	156.23		ANIML	1000 440600	341	101000
	05/20/26	CLORINATOR 4212030	70.66*		WATER	5210 430500	341	101000
	05/20/26	Electric Well 4212031	58.12*		WATER	5210 430500	341	101000
	05/20/26	PARK 4212032	175.15		PARKS	1000 411253	341	101000
	05/20/26	UPDL 4212041	330.84		UPDL	1000 411252	341	101000
	05/20/26	861PowerLintREATSERV 4212046	1,177.98*		SEWER	5310 430600	341	101000
	05/20/26	LIBRARY 23 dunraven 4212054	172.10*		LIBR	1000 411259	341	101000
53601		709 TD&H Engineering	6,579.00					
	47557 05/19/26	Professional fee 80 Acres	1,578.50*		80ACRE	4030 430630	354	101000
	47556 05/19/26	Professional fee	5,000.50*		PLNNG	1000 411000	354	101000
53616		1386 MONTANA AERONAUTICS DIVISION	27,318.18					
	Landrental 05/01/26	FY27LandRentalWWTP	27,318.18*		WWTP	5310 430600	532	101000
53617		3393 Katie Thompson	765.56					
	05/22/26	MMCT&FOAInstituteThompson	113.00		FINADM	1000 410510	370	101000
	05/22/26	RTAssociMeetingWalker	275.28*		ADMIN	1000 410210	370	101000
	05/22/26	RTAssociMeetingThompson	377.28		FINADM	1000 410510	370	101000
53618		3418 Deere Credit, Inc.	41,820.04					
	3151365 04/25/26	Loader Lease Payment	41,820.04*		STREET	4060 430200	398	101000

05/29/26
12:29:13

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/26

Page: 2 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53619		2614 Clair & Dee's Operations, LLC	49.07					
	890001613	05/18/26 Flat Fix	49.07*		STREET	1000 430200	361	101000
53620		2481 Platt	689.33					
	7I00047	05/07/26 Sewer supplies	689.33*		SEWER	5310 430630	220	101000
53621		2822 Montana Drains LLC/Clear Blu	150.00					
	4677	05/19/26 Utility locate	150.00		SEWER	5310 430600	357	101000
53622		3241 Bridger Analytical Lab	70.00					
	265519	05/20/26 Testing fees	70.00		WATER	5210 430500	348	101000
53623		3315 IAS EnviroChem	1,582.00					
	2602803	05/20/26 Testing Fees	1,582.00		SEWER	5310 430600	348	101000
53624		3525 Hillyard Inc.	259.80					
	90125646	05/01/26 Cleaning supplies	60.00		PARKS	1000 460430	220	101000
	90152197	05/19/26 Cleaning supplies	60.48		PARKS	1000 460430	220	101000
	90152205	05/19/26 Cleaning supplies	139.32		PARKS	1000 460430	220	101000
53625		3572 SymbolArts LLC	1,871.50					
	462582	05/06/26 COIN	1,871.50*		POLICE	1000 420100	327	101000
53626		3170 MISSOULA COUNTY JUSTICE COURT	320.00					
	05/28/26	BondPassThroughODonnell	320.00		COURT	7469 213000		101000
53627		999999 DIANA MORALES	350.00					
	05/27/26	RefundCleaingDepPovah-Morales	350.00		POVAH	2210 214001		101000
53628		999999 ALIX FINK	350.00					
	05/27/26	RefunCleaningDepPovah-Fink	350.00		POVAH	2210 214001		101000
53629		999999 SARAH HEAMES	350.00					
	05/27/26	RefundCleainingDep-Heames	350.00		POVAH	2210 214001		101000
53630		2507 Silvertip Pharmacy	22.48					
	05/11/26	Prescription Voucher	22.48		HELP	7010 450135	358	101000
53631		2099 Quick Print of West Yellowstone	532.20					
	22228	05/22/26 Envelopes	202.00*		ADMIN	1000 410210	220	101000
	22167	05/14/26 Rec Supplies	243.00*		REC	1000 460440	321	101000
	22205	05/19/26 Rec Supplies	57.00*		REC	1000 460440	321	101000
	22211	05/20/26 Rec Supplies	30.20*		REC	1000 460440	321	101000

05/29/26
12:29:13

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 6/26

Page: 3 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53632		1454 Bozeman Daily Chronicle/Big Sky	60.00					
	739330	05/18/26 PubHearingOrd#282BusLic	60.00		ADMIN	1000 410210	327	101000
53633		999999 ABIGAIL ARREDONDO	335.00					
	05/12/26	Exonerated Bond-VazquezMendez	335.00		COURT	7469 212401		101000
53634		3324 Dan Walker	102.00					
	05/22/26	RTAssocMeeting-Walker	102.00*		ADMIN	1000 410210	370	101000
53635		3573 Tuffy Security Products	1,036.97					
	2152920	05/20/26 VaultCargoDrawer	1,036.97		POLICE	1000 420100	212	101000
53636		3574 Gunarama Wholesale Inc.	3,188.40					
	05726	05/07/26 ShadowSystemsPistol	3,188.40		POLICE	1000 420100	212	101000
53637		2751 Gallatin County Justice Court	305.00					
	05/26/26	BondPassthrough-Prakash	305.00		COURT	7469 213000		101000
53638		999999 KADEN MOBLEY	1,900.00					
	05/29/26	RefundSumRecfull-Mobley	1,900.00		SUMREC	1000 346051		101000
53639		2455 Tri State Excavating, LLC	363.90					
	19209	05/28/26 Top Soil delivered	363.90		PARKS	1000 460430	365	101000
53640		3162 The Third Element, Inc.	3,026.17					
	App #2	05/27/26 WestYellLightPole project	3,026.17		STRLIT	4000 430263	937	101000
53641		3547 IMEG Consultants Corp.	54,558.00					
	25005740-6	05/28/26 WWTPProgramming	54,558.00		WWTP	5320 430640	940	101000
		# of Claims	28	Total:	159,836.52			

Fund/Account	Amount
1000 General Fund	
101000 CASH	18,753.91
2210 Parks & Recreation	
101000 CASH	1,050.00
2850 911 Emergency	
101000 CASH	160.66
4000 Capital Projects/Equipment	
101000 CASH	3,026.17
4030 80-acre Development	
101000 CASH	1,578.50
4060 Public Works Equipment Replacement	
101000 CASH	41,820.04
5210 Water Operating Fund	
101000 CASH	613.74
5310 Sewer Operating Fund	
101000 CASH	37,293.02
5320 Sewer Replacement Depreciation Fund	
101000 CASH	54,558.00
7010 Social Services/Help Fund	
101000 CASH	22.48
7469 City Court - Judge Jent	
101000 CASH	960.00
Total:	159,836.52

Town of West Yellowstone
Town Council Meeting
May 18, 2026

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Public Services Director Jon Brown,

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

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

WORK SESSION

Deputy Mayor Brian Benike calls the meeting to order. Mayor Watt will be joining the meeting shortly. Benike turns the meeting over to Finance Director Katie Thompson to discuss the FY 2027 municipal budget. Thompson encourages the Council to balance current needs with future purchases and prioritize their long-term goals, needs, and investments. Thompson explains that when she builds the budget, she starts with payroll based on the current staffing plan, debt obligations, contract obligations, revenue and cash balances, Town Council priorities, capital improvement priorities, operational costs, future planning, and transfers between funds. Thompson explains that in FY 2026, they paid off the loan for the Town Hall. The only loan they have left outside of the wastewater treatment plant is the loan for the 80 acres. She says that the rate on this loan just jumped from 2.19% to 6.94% and will remain at that rate for the remainder of the term. The balance on the loan is \$393,009.12. She suggests that the Council consider paying down the principal on this loan. She says that there will be five potential loans for the WWTP, based on the draw downs for the money, that will extend for 30 years and total close to \$23 million and will likely go up another \$9 million by the end of the fiscal year. Thompson describes the special revenue funds which include resort tax, recreation projects, library, cemetery, community development block grant, gas tax, 911 emergency funds, victims assistance funds, and the new housing fund. Last year, they allocated \$500,000 for potential housing projects last year. They allocated \$275,000 for the Gibbon Avenue Housing project this past year, which leaves \$225,000.

Regarding resort tax collections, Thompson says they expect collections to be similar this year to last year. They have multiple businesses that are delinquent right now, which will likely lead to a bump in payments before they can renew their business license this year. She is still anticipating \$6 million in collections from the 3% resort tax and \$2 million from the 1% resort tax. They discuss efforts to make sure that purchases are budgeted and spent during the budget year. She explains that at the next meeting, they will discuss capital projects and then the enterprise funds and general fund. The Council will need to adopt a preliminary budget at the second meeting in June, the final budget in August.

Public Comment Period

Linda Young, a board member for HRDC, addresses the Council to report on the most recent community needs assessment they conducted for West Yellowstone, which reflects the voices of working people in the community. She reports that the results indicate that the top five needs are housing, planning for growth and development, paying for childcare, access to mental health care, and access to healthcare. She says that paying for housing has become increasingly difficult. She says they see this assessment as a tool that helps community leaders and organizations work to strengthen these systems. She directs the Council how to contact their director if they have more questions or more follow up information.

Council Comments

Wilson thanks everyone that showed up to the town cleanup and they had a great turnout. Wittmer agrees and also comments on the municipal conference they attended two weeks ago and how helpful it was. Forsythe says he has concerns about the discussions with Hebgen Basin Fire Department and would like to see the ideas of the Council put into one proposal that comes from the entire council. He would like to discuss the issue as a group to provide direction to

Mayor Watt and Town Manager Dan Walker. He suggests a work session to discuss the issue and would like to see it settled before the new budget year begins. Watt announces the Memorial Day Service at Fir Ridge Cemetery on Monday, May 25, 2026.

Public Hearing – Ordinance No. 282, Business Licensing

Mayor watt reads the hearing notice. The hearing was advertised in the Bozeman Chronicle, online, and posted publicly. No public comments are received.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7034 to EZ Exteriors to replace the front door at the police station for \$7042.00. (Wittmer, Wilson)
- 2) Motion carried to approve the claims, which total \$1,925,324.08. (Wilson, Wittmer)
- 3) Motion carried to approve the business license for The Westbound Hotel at 124 N Electric Street to operate a business with 13 rental units and 1 residential unit. (Benike, Wilson)
- 4) Motion carried to approve the minutes of May 4, 2026 Town Council Meeting with the correction that Greg Forsythe was present, not present by Zoom. (Wittmer, Wilson)
- 5) Motion carried to approve and adopt Ordinance No. 282, Business Licensing, on the second reading. (Benike, Wittmer)
- 6) Motion carried to approve the Marketing and Promotions Fund Award Recommendation for Music in the Park 2026 for \$18,000. (Wilson, Wittmer)
- 7) Motion carried to approve the Marketing and Promotions Fund Award Recommendation for the West Yellowstone Wild Horse Stampede, July 31-August 1, 2026, for \$19,800. (Wittmer, Forsythe)
- 8) Motion carried to approve and authorize the Town Manager to sign the Settlement & Release agreement between the Madison Addition Owners' Association/Madison Architectural Committee and the Town of West Yellowstone. (Benike, Wilson)
- 9) Motion carried to approve Resolution No. 834, a resolution exempting Pioneer Park from the open container law on June 14, 2026 between the hours of 4 PM and 6 PM. (Wittmer, Wilson)

DISCUSSION

- 6-7) John Greve addresses the Town Council as Secretary of the MAP Fund Advisory Board. He reports that the Music in the Park 2026 event requested \$25,300. The Board approved funding in the amount of \$18,000. The second recommendation is for the Bad Toro Pro Rodeo, West Yellowstone Wild Horse Stampede. He says this is a new event and is part of the PRCA rodeo circuit. They applied for \$50,000 but due to budget constraints, the board recommended the approval of \$19,800.
- 8) Town Attorney Jane Mersen summarizes that the Madison Addition Owners Association and Madison Architectural Committee engaged in a lawsuit with the Moonrise Meadows Development, which involved the Town. The claim against the Town is that Madison Addition feels that the Town did not provide adequate notice and right to participation regarding the Moonrise development application. Mersen says that the settlement agreement stipulates that the Town will prominently post on the Town's website specific sub links under the title of Rights of Participation and Right to Know."

- A) **Town Manager and Staff Reports:** Walker credits Recreation Coordinator Rachel Spence for her efforts to organize a successful town clean up and combine it with an opportunity to give feedback on the parks master plan. He reports that the Town interviewed three candidates for police officers last week and intend to move forward with conditional offers for two of the candidates. He reports that he and Finance Director Katie Thompson are going to Columbia Falls tomorrow for Resort Tax Association meetings. He says that they are anticipating the need to have additional work sessions and will send out an email tomorrow to gauge availability of the council for meeting times. Jon Brown shares some pictures of the progress at the Wastewater Treatment Plant. Forsythe asks if they have other staff that are licensed to assist Brown in operating the facility. Brown answers that he has two employees that have earned their water licensing and will be able to obtain the necessary wastewater licensing when the facility is fully operational. Forsythe asks what will happen to the lagoons one the facility is operational. Brown answers that they have 2 ½ years from DEQ to clean up the site, but they will retain one of the ponds in case there is a toxic event and they need a containment location. Brown says they will be operating by late summer but will also require DEQ inspection.
- B) **Advisory Board Reports:** Julia Wittmer reports that the Business Improvement Advisory Board met last week. She says they did not have a quorum so they couldn't make any decisions but they did have discussions about trees in the downtown area. Watt reports on the Marketing and Promotions Fund Advisory Board meeting and Cemetery Board of Trustees. He reports that the Cemetery Board is following up on expansion options. They currently have only 20 full-size plots available and two cremains-only plots available. They are working with TD&H to add 12 full-size lots center section and 24 cremains-only plots in the center this summer.

8:01 PM

Mayor

ATTEST:

Town Clerk



WEST YELLOWSTONE POLICE DEPARTMENT

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

Weekly Report: 5/21/2026

Mayor, Town Council, and Town Administration,

The West Yellowstone Police Department and Hebgen Basin Fire District conducted their weekly joint call review meeting to discuss recent incidents and maintain interagency coordination.

I participated in a phone meeting with the Town Manager and Town Attorney regarding a few items. I also met with Yellowstone National Park Service representatives regarding mutual aid coordination between agencies and met with Katie from the Finance Department regarding budgeting items.

During the week, WYPD investigated a dynamic incident that resulted in two felony arrests, one misdemeanor warrant arrest, and nine citations issued to seven individuals. The incident was resolved through coordinated efforts between the Gallatin County Sheriff's Office, Montana Highway Patrol, and WYPD.

Officer Neil Courtis and HBFD Chief Shane Grube worked together to get the radar speed trailer operational, and it has now been deployed within town to assist with traffic awareness throughout the summer season.

Background investigations have begun on two police officer candidates after both accepted conditional offers of employment. The department is also scheduled to take delivery of a new patrol vehicle next week from Dana Safety after an approximately six-month wait. The vehicle is needed as the department currently does not have enough fully operational patrol vehicles for all officer positions.

Within dispatch, staff completed assigned PoliceOne online training, replaced a failed camera video monitor, and installed a second office printer for the department. Supervisory staff continue working with dispatchers on personal goals and improvements. Dispatch still has one open position.

Weekly Statistics:

- 218 Calls For Service
- 34 Citations Issued
- 84 Warnings
- 2 Vehicle Crashes
- 6 Cases Generated
- 5 Arrests
- 85 Traffic Stops
- 20 Fire/EMS Calls

Chief Corey White (WYPD)



HIGHLIGHTS.May.87ST.- .84TH.

Food.Bank.visits.- .17

Food.bank.donations.- .0

Volunteers.- .8

Clothing.Bank.visits.- .87

Clothing.Bank.donations.- .1

Vouchers.- .9.

Shower.- .8

Computer.usage.- .8

Picked.up.supplies.for.Garden.Workshop.(Had.08.signed.up);.GREAT.SUCCESS**.

Community.loves.this.annual.activity**

Ability.Montana.- .Community.Event.June.0th?Organizing.details

Ordered.supplies.for.a.community.craft.(Fourth.of.July.decorations)?Social.Services?and.

Public.Works.are.joining.to.have.a.float. 😊.



Week of 05.25.2026

This week has been heavily focused on budget preparation and planning. We continue to work closely with vendors and other partners to better understand project costs and financial impacts for the upcoming fiscal year. This also includes working through our contracts to make sure they are properly budgeted for in the upcoming fiscal year.

Additional time was spent on grant management activities, including ongoing tracking.

Prepared for the Town Council meeting on June 2, 2026, for both the work session and the actual meeting.

Month-end financial projects are currently being completed.

Huge shoutout to Brittany for updating our vehicle asset list this week. We appreciate the time she took to make sure this was completed.

Attended the Gardening Workshop hosted by our Recreation and Social Services departments. It was super fun and our community members really seem to love this event.

Public Works Report

05/26/26 thru 05/28/26

RSCI is working on the following:

Trim Out

Added Door & Walkway

UV Reactor Startup

Thickener Room Trim Out

Exterior Lights

Complete and Test 10" RS Line

Backfill & Site Grading

16" FE Line Completion & Testing

Working with I-MEG on the SCADA programming to install on the computers and I-Pads.

Public Works Crews have had extensive training on the UV (ultraviolet light reactors).

We are now receiving wastewater into the facility and now starting to cultivate microbiology.

Public Work Crews have been working on the following:

Finishing the Town clean up week

Staining the arch way at the museum

Tree trimming and beautification on Canyon St. and parks

Pothole repair

Street sweeping

Building maintenance

Lawn care

Garbage collection

Sprinkler repair

I have been working on wastewater monitoring well sampling and PFAS water flow data.

Working with Katie Thompson on the public works and water/wastewater budget for 2027.

Working on risk and resilience assessments and emergency response plan for the EPA. This is an ongoing process.

Koch-S Courts should be on site in the next 2 weeks to start the fencing for the pickle ball court at the park on Electric St.

EZ-Interior is preparing quotes for work on repairing the exterior on Povah and roof repair at the library.

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

Thank you,

Jon Brown



Weekly Recreation Snapshot

Town of West Yellowstone • Recreation Coordinator: Rachel Spence

Week of 05/24 - 30/26 Submitted to: Dan Walker, Town Manager

💡 Highlight –It was a great week getting to watch my daughter compete in the very special Montana Elite Invitational basketball tournament. Once again, she stood out among some of the best athletes in Montana, and it was incredibly rewarding to watch her hard work, dedication, and love for the game shine on the court. Moments like these are such a great reminder of the value of youth sports, teamwork, and perseverance. Click the link if you want to see her in action. [Treasure State basketball stars shine at Montana Elite Invitational](#)

Weekly Updates

1) Summer Recreation Program:

Summer Recreation Counselors have officially been selected and offered their positions — and now the real fun begins. The next few weeks will be filled with planning, organizing, and training as we prepare for a busy summer season. My goal is to create a program that is both safe and fun, where kids can build friendships, stay active, try new things, and make lasting summer memories. I am excited to start working with the staff team and continue building a positive, energetic program for the community.

2) Baseball:

Baseball is already turning out to be a huge success with great participation, lots of energy, and even more fun. Despite a little rain during our first session, the kids had an absolute blast. One of the most rewarding parts has been seeing so many participants trying baseball for the very first time. Even after just one session, it was exciting to already see improvement in their confidence, throwing, catching, and overall understanding of the game. It has been a great way to get kids active, learning new skills, and simply enjoying being outside together.

3) Povah Center:

The Povah Community Center continues to see frequent use with multiple groups and events utilizing the facility each week. Activity has increased so much that I recently needed to provide an additional key to the Police Department to help manage access. It has been exciting to see the center become such a valuable and active community space. I am also encouraged by the increased rental activity and the potential for the center to become a stronger source of revenue for the Town this year. Moving forward, I am continuing to explore additional ways to increase rentals, expand community use, and maximize the potential of the facility.

Goals / Next Steps:

Full steam ahead for Summer Recreation. There is still a lot to plan, organize, and prepare for as we get closer to the start of summer programming. My focus over the next few weeks will continue to be staff training, safety preparation, activity planning, and creating a fun and structured environment for participants. I will also continue the baseball program through June 23rd for a total of five weeks. With the great turnout and positive feedback so far, I am excited to keep building momentum and continue providing opportunities for kids to stay active, learn new skills, and have fun this summer.



MAY 29, 2026

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- Attended the Memorial Day Service at Fir Ridge. It was as well attended this year as I have ever seen it. The ceremony was led by our City Judge, Larry Jent, and Mayor Travis Watt was the speaker. We have 20 full-size plots available and 2 cremains-only plots available at this time.
- Participated in interviews for the Social Services Assistant position, we had 4 candidates apply in the recruitment. Job offers have been extended to four Summer Recreation counselors.
- Attended the gardening workshop that was put on by Social Services. We will see how tomatoes and peppers do this year.
- Traffic in the Town Hall was definitely up this week. We are seeing a lot of seasonal workers coming in to get food at Social Services, business owners that are renewing their business license, event permit applications and cemetery inquiries.
- Prepared payroll for 5/29 and the Town Council agenda and packet for 6/2



Resolution No. 835

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT CERTAIN AREAS OF PUBLIC PROPERTY FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, DURING THE SUMMER OF 2026

WHEREAS the Town Council of the Town of West Yellowstone desires to support and encourage events that enhance West Yellowstone; and

WHEREAS community members wish to host the following events:

- Big Sky Anglers 10th Anniversary Celebration, June 27, 2026, at the Bob Jacklin Casting Pond between the hours of 5 PM and 10 PM
- The Wild West Horse Stampede, July 31-August 2, 2026, between the hours of 3 PM and 8:30 PM
- West Yellowstone Rod Run, August 7-8, 2026, between the hours of 10 AM and 10 PM; and

WHEREAS, the organizers of the events desire to allow the consumption of alcoholic beverages on the dates, times and locations listed above; and

WHEREAS, in accordance with Section 9.12.020, Part B of the West Yellowstone Municipal Code, the Town Council may exempt by resolution a specific area of a public place where an event or activity will be held from the prohibition of public display or public drinking of alcoholic beverages;

NOW THEREFORE BE IT RESOLVED THAT the Town Council of the Town of West Yellowstone, County of Gallatin, State of Montana, grants an exemption to the organizers of the events listed above

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 2ND DAY OF JUNE 2026.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Town Clerk





received
05.08.2026
Paw

EVENT NAME: Big Sky Anglers 10 Year Anniversary Celebration

Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795

info@townofwestyellowstone.com

SPECIAL EVENT INFORMATION & PERMIT APPLICATION

Welcome!

Thank you for your interest in hosting an event in the Town of West Yellowstone. Permits help keep events safe, organized, and fun for everyone by coordinating police, fire, and public works services.

A special event is any public or private gathering that takes place on public property or affects public spaces or services. Examples include:

- Festivals, parades, and markets
- Races or athletic events
- Concerts or performances
- Any event that includes road closures, food vendors, alcohol, or amplified sound

A permit is required for these events to make sure everything runs safely and smoothly.

TIMELINE – WHEN TO APPLY

- Applications require town staff approval, and in some cases Town Council approval.
- Town Council typically meets on the first and third Tuesdays of the month.
- Applications must be received two weeks before your event to allow for the review and approval process.
- It is recommended you submit your event application as soon as you are able.

VENDORS

Event organizers are responsible for making sure vendors follow all Town, health, and fire rules and that resort tax is collected and submitted.

- The Town does **not** provide power, water, or waste services.

Event organizers are responsible for:

- Making sure vendors have all required permits and inspections.
- Telling vendors about setup, cleanup, and power/waste rules.
- Keeping vendors within approved areas.
- Collecting and submitting resort tax if required.
- A preliminary vendor list which must be submitted with the application, and a final vendor list must be provided no later than one day before the event.

FEES

- Event fee: \$25 per event
- Vendor fee: \$25 per vendor (if they do not have a current Town business license)
- All vendor fees are non-refundable

RESTROOMS

- Organizers must provide enough restrooms for the event size; portable toilet businesses can advise on appropriate quantities.
- You need to rent portable toilets if not enough restrooms are readily available.
- The only public restrooms are at Pioneer Park, and they may not be enough for large events.

MOTORIZED EVENTS / EXHIBITIONS

If your event uses vehicles and/or takes place in winter, you must:

- Provide proof of insurance (no exceptions).
- Submit a Snow Management Plan and coordinate with Public Works for snow setup or removal.
- Public Works does not automatically handle snow for events; you must request it in advance, and gain approval.

INFLATABLES

Inflatables, such as bounce houses or slides, are not permitted at special events or in any Town parks per MMIA liability guidelines.

LIABILITY INSURANCE

Insurance protects you and the Town. All events must provide proof of insurance before approval. Proof of insurance must be submitted at least two weeks prior to your event.

Your Certificate of Insurance must:

- List the Town of West Yellowstone as "Additional Insured"
- Meet these minimums:
 - \$750,000 per person
 - \$1,500,000 per incident
 - If alcohol is served, you must also include alcohol liability coverage.

The Town Manager may adjust limits depending on event type and risk.

RESORT TAX

If your event includes vendors or taxable sales (like tickets or merchandise), you must:

- Post a \$1,500 Resort Tax bond, the bond will be refunded within 90 days after you've paid all resort tax from your event.
- Collect and pay the 4% resort tax on taxable sales.
- Submit payment to the Town by the end of the following month, late payments incur late fees.
- See Chapter 3.12 of the Municipal Code for details.

OUTSIDE AMPLIFICATION

- Amplified sound (music, announcements, etc.) requires a free permit from the Town Council.
- Attach the Outside Amplification Permit Application if you plan to use sound equipment.
- See Section 8.16.020 of the Municipal Code for details.
- You can find this application on the Administration and Finance page of our website: townofwestyellowstone.com

PARKING

- All parking must be in designated lots or street parking zones.
- No parking on grass, sidewalks, or restricted areas.
- Driving or parking on grass is prohibited. Event organizers will be held responsible for any sprinkler or turf damage.
- Event organizers are responsible for telling guests and vendors where to park and keeping roads clear for emergency vehicles.

TRASH

- All trash must be collected by event organizer and disposed of immediately after the event. For multi-day events, cleanup is required daily.
- No trash may be left overnight unless stored in approved bear-proof containers approved by the Town of West Yellowstone.
- The Town will consider providing trash receptible(s) for an additional fee.
- Violation of refuse policy shall be punishable as a municipal infraction under Section 6.08.070.
- See section 6.08.030 of the Municipal Code for details.

PUBLIC SAFETY

Some events may need a Public Safety Plan if they:

- Block emergency access
- Have large crowds
- Involve fire, fireworks, or special effects
- Require police, fire, or EMS presence

The Fire Chief, Police Chief, or Town Manager will tell you if a plan is required. If needed, we'll meet to review emergency routes, medical coverage, and security staffing.

Events may be charged for on-site police, fire, or EMS services.

ALCOHOL

- Alcohol is not allowed in public areas unless you have written approval from the Town Council. To request approval, submit a separate letter with your event application.
- No glass containers allowed; no exceptions.
- See Section 9.12.020 of the Municipal Code for details.
- \$35.00 catering fee paid to the West Yellowstone Police Department. See MCA 16-4-111

POWER

- The Town does not provide power in Pioneer Park.
- You must bring your own generator(s), 3500 watts max, or battery equipment.
- Do not plug into outlets in the generator room at the Union Pacific Dining Hall.
- Unsafe or unapproved power setups may lead to removal from the event or loss of permit eligibility.

TOWY CONTACT LIST

- Town Hall: 406.646.7795 (Town Manager, Finance, Town Clerk, Public Works)
- Police Department/Dispatch: 406.646.7600
- Fire Department/EMS: 406.646.9073
- Gallatin County Health Department: 406.582.3100

COMMONLY USED VENDOR LIST

The Town does not endorse these vendors nor is it a complete list of vendors who operate in our area. We recommend you do your own research with multiple vendors.

Porta Pottys:

Spiffy Biffy: 406.580.1574

Common Waste: 406.812.7852

Cleaners:

Triple S: 406.304.8299

Greater Yellowstone: 406.223.0754

Squeaky-Clean: 406.640.0243

Montana Cleaning Solutions: 772.584.5078

Trash:

Republic Services: 406.646.9383

L and L: 406.388.7171

Insurance:

TheEventHelper.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: Big Sky Anglers- 10 Year Anniversary Celebration

Location of Event: Bob Jacklin Casting Pond- 220 Yellowstone Ave, West Yellowstone, MT 59758

Date(s) of Event: 06/27/2026

Start time: 5:00 PM End time: 10:00 PM

Sponsor Organization: Big Sky Anglers

Contact Person: Dinah Overholt

Contact Mailing Address: 39 Madison Ave, West Yellowstone, MT 59758

Contact Phone Number: (570) 205-0611

Contact Email Address: dinah@bigskyanglers.com

Number of expected attendees: 50

Event Fee \$25.00 Paid Yes No Date: 04/27/2026

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

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

Total Due: \$25

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.

Dinah Overholt
Signature

04/27/2026
Date

Does your event description address the following?

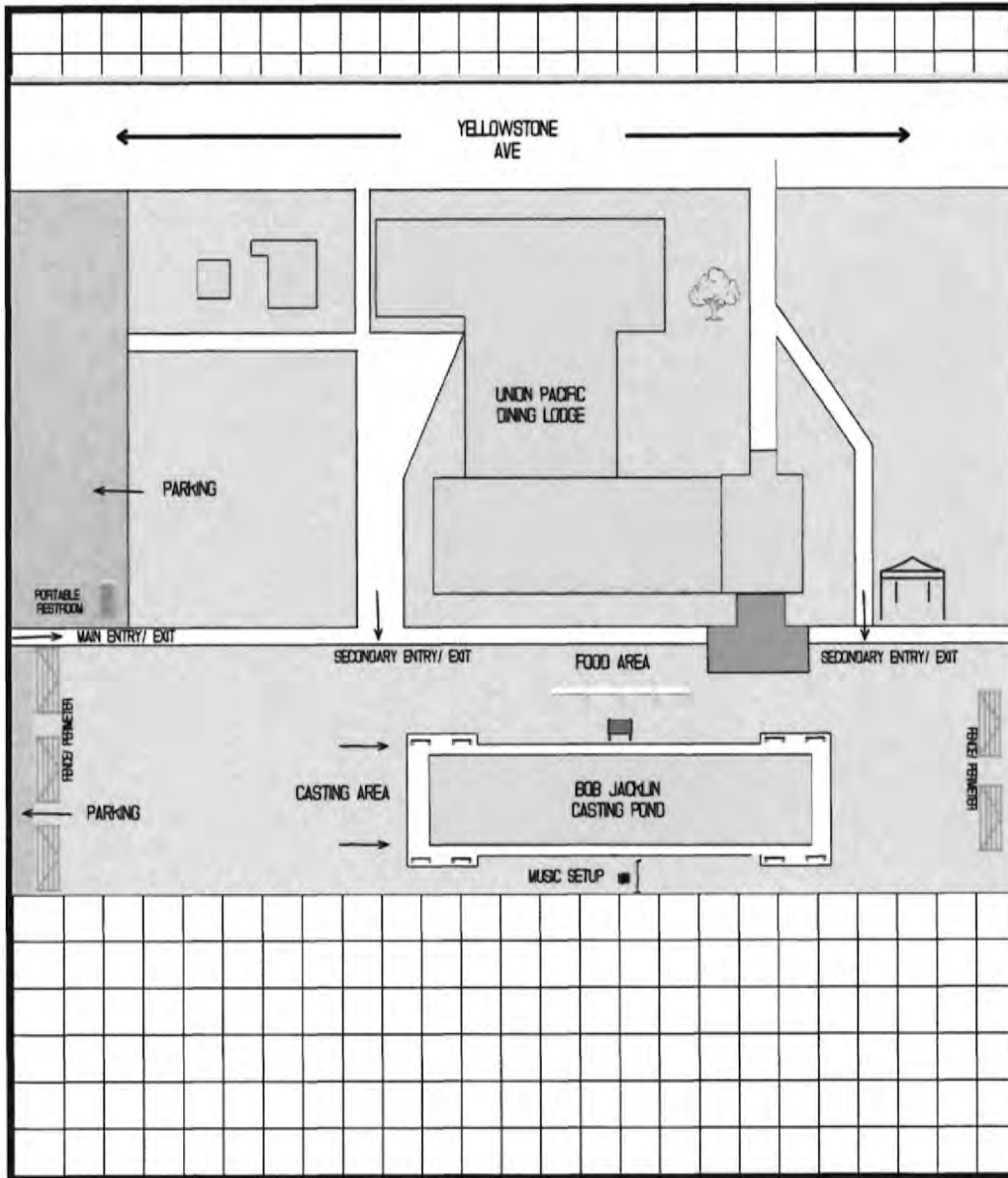
(Please check "Yes" or "Not Applicable")

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

SITE PLAN

Label these clearly:

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



Please indicate directions

VENDING AND SALES

Complete this section if the event includes sales of any kind

Primary Sponsor _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____


Address: _____

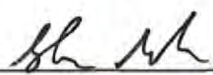
Phone: _____ Email: _____


Type of sales: Food Vendor Retail Vendor Display only Fundraising

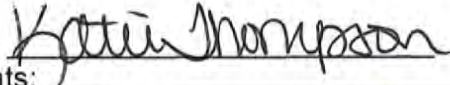
Resort Tax applicable: YES NO


OFFICE USE ONLY

Public Services:  Date: 5/11/26
Comments: _____

Fire:  Date: 5/15/26
Comments: _____

Police:  580 Date: 5/11/26
Comments: _____

Finance:  Kaitlin Thompson Date: 5.26.2026
Comments: _____

Administration:  Date: 5/26/26
Comments: _____

Approved

Denied

 Brittany White
Town Clerk

05.26.2026
Date

ATTACHMENTS

Liability Insurance
 Yes No Waived

Outside Amplification Permit
 Yes No NA

Encroachment Application
 Yes No NA

Open Container Resolution
 Yes No NA

Resort Tax Bond
 Paid Surety NA

EVENT PLAN / SPECIAL EVENT PERMIT ATTACHMENT

Big Sky Anglers 10-Year Anniversary Celebration

Applicant: Big Sky Anglers

Contact: Dinah Overholt (570) 205-0611 dinah@bigskyanglers.com

Event Date: 06/27/2026

Event Time: 5:00 PM – 10:00 PM

Location: Bob Jacklin Casting Pond, 220 Yellowstone Ave West Yellowstone, MT 59758

Estimated Attendance: 50

1. EVENT DESCRIPTION

Big Sky Anglers is hosting a 10-year anniversary celebration to commemorate a decade of standing in downtown West Yellowstone on Saturday, June 27th, 2026. The event will bring together local residents, clients, and visiting anglers for an informal evening gathering focused on community connection and customer appreciation.

2. EVENT TYPE

Public community gathering (non-ticketed / open attendance as applicable). No commercial performance or large-scale entertainment planned.

3. ALCOHOL POLICY

Alcohol will be **BYOB only**.

No alcohol will be sold, served, or distributed by Big Sky Anglers or any affiliated party.

Alcohol consumption will be limited to the designated event area and event hours only.

We are requesting a **temporary allowance for open container consumption within a defined and controlled event boundary** for the duration of the event.

4. SITE CONTROL & MANAGEMENT

- Event will be contained within a clearly defined area at the approved location
- Boundaries will be identified using signage and/or physical markers
- Event presence will be monitored by staff to ensure orderly use of space
- No expansion into surrounding public areas

5. SAFETY & CONDUCT

- Event staff will be present throughout the duration of the event
- Attendees are expected to behave responsibly and respectfully
- Any issues will be addressed by event organizers and coordinated with local authorities if necessary
- No ID verification or alcohol sales will be in place due to BYOB format

6. NOISE & OPERATIONS

- Event will remain low-impact and community-oriented
- Live music will be kept at appropriate noise levels
- All activities will conclude by 10:00 PM

7. CLEANUP PLAN

- Full cleanup will be completed immediately following the event
- All trash and materials will be removed by event staff
- Site will be restored to original condition

8. COMMUNITY IMPACT

This event is intended as a respectful community gathering recognizing 10 years of Big Sky Anglers' presence in West Yellowstone. The event is designed to be low-impact and aligned with town standards.



Outside Amplification Permit Application Town of West Yellowstone

Event: Big Sky Anglers- 10 Year Anniversary Celebration

Contact Person: Dinah Overholt

Mailing Address: 39 Madison Ave West Yellowstone, MT 59758

Email Address: dinah@bigskyanglers.com

Phone Number: (570) 205-0611

Signature of Property Owner of Record: _____

Date(s) of Event: Saturday, June 27th 2026

Location: Bob Jacklin Casting Pond, 220 Yellowstone Ave, West Yellowstone, MT 59758

Amplification between the hours of: 5:00 PM and 10:00 PM

Description of Event: The Big Sky Anglers 10 Year Anniversary Celebration is a private, permitted community gathering on Saturday, 06/27/2026. This event is expected to draw local residents and visitors to celebrate 10 years of a West Yellowstone business, and joined by local musician Zach Nytomt for live music from aproximatley 5PM-10PM during the event. Music will be performed by one individual from a small, solo amplifier near the casting pond for people to enjoy while socializing at the gathering, utilizing the casting pond and eating (provided by Big Sky Anglers).

A handwritten signature in black ink that reads "Dinah Overholt".

Signature of Applicant

4/27/2026

Date

FOR OFFICE USE ONLY

Decision by Town Council:

Approved

Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

Date



Received
05.12.2026
RW

EVENT NAME: Buffalo Chip Chuck library fundraiser

Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795

info@townofwestyellowstone.com

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- Submit a Snow Management Plan and coordinate with Public Works for snow setup or removal.
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- \$35.00 catering fee paid to the West Yellowstone Police Department. See MCA 16-4-111

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Trash:

Republic Services: 406.646.9383

L and L: 406.388.7171

Insurance:

TheEventHelper.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: Buffalo Chip Chuck library fundraiser

Location of Event: Town park baseball diamond

Date(s) of Event: Saturday July 4, 2026

Start time: 12:30pm End time: 6:00pm

Sponsor Organization: West Yellowstone Public Library Foundation (nonprofit)

Contact Person: Nancy Meyer, WYPLF Vice Chair

Contact Mailing Address: POB 1179 (Library)

Contact Phone Number: 208-539-2112 (Nancy's cell)

Contact Email Address: WYellowstoneLibraryFoundation@gmail.com

Number of expected attendees: 250

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.

Nancy Meyer
Signature

5.9.26
Date

EVENT DETAIL

The Buffalo Chip Chuck is an annual event (in its 13th year) to raise money for the West Yellowstone Public Library. The event is sponsored by the nonprofit West Yellowstone Public Library Foundation (WYPLF). Town Library paid staff participate in the organization and implementation of the event. The event takes place from 3pm-5pm with set-up from 12:30pm-2pm and take-down from 5pm-6pm.

This event takes place at the City Park baseball diamond. There will be approximately 250 people attending the event. Participants donate money to choose 3 dried bison patties (buffalo chips) and toss them, one at a time, into the outfield. The person with the farthest toss is the winner. There are multiple categories of participants, based on gender and age. We choose a winner from each category and the winners each receive a prize of some type. The winners are announced and prizes distributed at the end of the event.

During the event, we will be using an electronic, single-speaker microphone to announce each participant to the crowd of on-lookers. There will be tables with 3 or 4 awnings set up outside of the baseball diamond for participant registration and distribution of Buffalo Chip Chuck tshirts, bottled water, snacks. For a donation to the library, people can have tshirts, water or snacks. We will hang a few banners on the baseball diamond fence, advertising the WYPLF. We will hang posters of the event rules on the fence. We will also hang a variety of posters with bison pictures and bison facts to entertain people standing in line, waiting for their turn to throw.

Does your event description address the following?

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

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

SITE PLAN

Event: Buffalo Chip Chuck library fundraiser



VENDING AND SALES

Complete this section if the event includes sales of any kind

Primary Sponsor: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

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Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

OFFICE USE ONLY

Public Services: [Signature] Date: 5/30/26
Comments: _____

Fire: [Signature] Date: 5/15/26
Comments: _____

Police: [Signature] 580 Date: 5/25/26
Comments: None

Finance: [Signature] Date: 5.26.2026
Comments: NO resort tax.

Administration: [Signature] Date: 5/28/26
Comments: _____

Approved **Denied**

[Signature] 05.28.2026
Town Clerk Date

ATTACHMENTS

- Liability Insurance
 Yes No Waived
- Outside Amplification Permit
 Yes No NA
- Encroachment Application
 Yes No NA
- Open Container Resolution
 Yes No NA
- Resort Tax Bond
 Paid Surety NA



Outside Amplification Permit Application Town of West Yellowstone

Event: Buffalo Chip Chuck library fundraiser

Contact Person: Nancy Meyer, WYPLF Vice Chair

Mailing Address: POB 1179 (Library)

Email Address: NancyMYellowstone@gmail.com

Phone Number: 208-539-2112 (Nancy's cell)

Signature of Property Owner of Record: _____

Date(s) of Event: Saturday July 4, 2026

Location: Town park baseball diamond

Amplification between the hours of: 3:00pm and 5:00pm

Description of Event: See attached

Nancy Meyer
Signature of Applicant
5-9-26
Date

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

_____ Date

EVENT DETAIL

The Buffalo Chip Chuck is an annual event (in its 13th year) to raise money for the West Yellowstone Public Library. The event is sponsored by the nonprofit West Yellowstone Public Library Foundation (WYPLF). Town Library paid staff participate in the organization and implementation of the event. The event takes place from 3pm-5pm with set-up from 12:30pm-2pm and take-down from 5pm-6pm.

This event takes place at the City Park baseball diamond. There will be approximately 250 people attending the event. Participants donate money to choose 3 dried bison patties (buffalo chips) and toss them, one at a time, into the outfield. The person with the farthest toss is the winner. There are multiple categories of participants, based on gender and age. We choose a winner from each category and the winners each receive a prize of some type. The winners are announced and prizes distributed at the end of the event.

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Tuesday, May 19, 2026

Dear West Yellowstone Town Council,

On behalf of the West Yellowstone Public Library, I would like to respectfully request a waiver of the insurance and resort tax bond requirements for our Annual Buffalo Chip Chuck event taking place on July 4th.

This community event has become a fun local tradition that brings residents and visitors together during the holiday celebration while supporting the library. The event is a partnership between library staff, the library foundation, and community volunteers. There will be three paid library staff members working the event alongside foundation members and additional volunteers to help ensure the event runs safely and smoothly.

As a small public library, we work carefully to stretch our resources while continuing to provide meaningful programs and events for the community. Waiving these fees and requirements would greatly assist us in continuing this annual tradition and allow more of the event proceeds to directly support library services and programming for the public.

We appreciate the Town Council's continued support of the library and the many ways you help strengthen community events in West Yellowstone. Thank you for considering this request. Please let us know if any additional information is needed.

Sincerely,

A handwritten signature in blue ink that reads "Michele DesRochers".

Michele DesRochers

Handwritten initials in blue ink, possibly "MD", followed by the date "5/26/25" and the initials "SK" above it.

Director, West Yellowstone Public Library

Rec'd 4/21/26 ER

West Yellowstone Wild Horse Stampede



EVENT NAME: _____

Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795

info@townofwestyellowstone.com

SPECIAL EVENT INFORMATION & PERMIT APPLICATION

Welcome!

Thank you for your interest in hosting an event in the Town of West Yellowstone. Permits help keep events safe, organized, and fun for everyone by coordinating police, fire, and public works services.

A special event is any public or private gathering that takes place on public property or affects public spaces or services. Examples include:

- Festivals, parades, and markets
- Races or athletic events
- Concerts or performances
- Any event that includes road closures, food vendors, alcohol, or amplified sound

A permit is required for these events to make sure everything runs safely and smoothly.

TIMELINE – WHEN TO APPLY

- Applications require town staff approval, and in some cases Town Council approval.
- Town Council typically meets on the first and third Tuesdays of the month.
- Applications must be received two weeks before your event to allow for the review and approval process.
- It is recommended you submit your event application as soon as you are able.

VENDORS

Event organizers are responsible for making sure vendors follow all Town, health, and fire rules and that resort tax is collected and submitted.

- The Town does **not** provide power, water, or waste services.

Event organizers are responsible for:

- Making sure vendors have all required permits and inspections.
- Telling vendors about setup, cleanup, and power/waste rules.
- Keeping vendors within approved areas.
- Collecting and submitting resort tax if required.
- A preliminary vendor list which must be submitted with the application, and a final vendor list must be provided no later than one day before the event.

FEES

- Event fee: \$25 per event
- Vendor fee: \$25 per vendor (if they do not have a current Town business license)
- All vendor fees are non-refundable

RESTROOMS

- Organizers must provide enough restrooms for the event size; portable toilet businesses can advise on appropriate quantities.
- You need to rent portable toilets if not enough restrooms are readily available.
- The only public restrooms are at Pioneer Park, and they may not be enough for large events.

MOTORIZED EVENTS / EXHIBITIONS

If your event uses vehicles and/or takes place in winter, you must:

- Provide proof of insurance (no exceptions).
- Submit a Snow Management Plan and coordinate with Public Works for snow setup or removal.
- Public Works does not automatically handle snow for events; you must request it in advance, and gain approval.

INFLATABLES

Inflatables, such as bounce houses or slides, are not permitted at special events or in any Town parks per MMIA liability guidelines.

LIABILITY INSURANCE

Insurance protects you and the Town. All events must provide proof of insurance before approval. Proof of insurance must be submitted at least two weeks prior to your event.

Your Certificate of Insurance must:

- List the Town of West Yellowstone as "Additional Insured"
- Meet these minimums:
 - \$750,000 per person
 - \$1,500,000 per incident
 - If alcohol is served, you must also include alcohol liability coverage.

The Town Manager may adjust limits depending on event type and risk.

RESORT TAX

If your event includes vendors or taxable sales (like tickets or merchandise), you must:

- Post a \$1,500 Resort Tax bond, the bond will be refunded within 90 days after you've paid all resort tax from your event.
- Collect and pay the 4% resort tax on taxable sales.
- Submit payment to the Town by the end of the following month, late payments incur late fees.
- See Chapter 3.12 of the Municipal Code for details.

OUTSIDE AMPLIFICATION

- Amplified sound (music, announcements, etc.) requires a free permit from the Town Council.
- Attach the Outside Amplification Permit Application if you plan to use sound equipment.
- See Section 8.16.020 of the Municipal Code for details.
- You can find this application on the Administration and Finance page of our website: townofwestyellowstone.com

PARKING

- All parking must be in designated lots or street parking zones.
- No parking on grass, sidewalks, or restricted areas.
- Driving or parking on grass is prohibited. Event organizers will be held responsible for any sprinkler or turf damage.
- Event organizers are responsible for telling guests and vendors where to park and keeping roads clear for emergency vehicles.

TRASH

- All trash must be collected by event organizer and disposed of immediately after the event. For multi-day events, cleanup is required daily.
- No trash may be left overnight unless stored in approved bear-proof containers approved by the Town of West Yellowstone.
- The Town will consider providing trash receptacle(s) for an additional fee.
- Violation of refuse policy shall be punishable as a municipal infraction under Section 6.08.070.
- See section 6.08.030 of the Municipal Code for details.

PUBLIC SAFETY

Some events may need a Public Safety Plan if they:

- Block emergency access
- Have large crowds
- Involve fire, fireworks, or special effects
- Require police, fire, or EMS presence

The Fire Chief, Police Chief, or Town Manager will tell you if a plan is required.

If needed, we'll meet to review emergency routes, medical coverage, and security staffing

Events may be charged for on-site police, fire, or EMS services.

ALCOHOL

- Alcohol is not allowed in public areas unless you have written approval from the Town Council. To request approval, submit a separate letter with your event application.
- No glass containers allowed; no exceptions.
- See Section 9.12.020 of the Municipal Code for details.
- \$35.00 catering fee paid to the West Yellowstone Police Department. See MCA 16-4-111

POWER

- The Town does not provide power in Pioneer Park.
- You must bring your own generator(s), 3500 watts max, or battery equipment.
- Do not plug into outlets in the generator room at the Union Pacific Dining Hall.
- Unsafe or unapproved power setups may lead to removal from the event or loss of permit eligibility.

TOWY CONTACT LIST

- Town Hall: 406.646.7795 (Town Manager, Finance, Town Clerk, Public Works)
- Police Department/Dispatch: 406.646.7600
- Fire Department/EMS: 406.646.9073
- Gallatin County Health Department: 406.582.3100

COMMONLY USED VENDOR LIST

The Town does not endorse these vendors nor is it a complete list of vendors who operate in our area. We recommend you do your own research with multiple vendors.

Porta Pottys:

Spiffy Biffy: 406.580.1574

Common Waste: 406.812.7852

Cleaners:

Triple S: 406.304.8299

Greater Yellowstone: 406.223.0754

Squeaky-Clean: 406.640.0243

Montana Cleaning Solutions: 772.584.5078

Trash:

Republic Services: 406.646.9383

L and L: 406.388.7171

Insurance:

TheEventHelper.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.

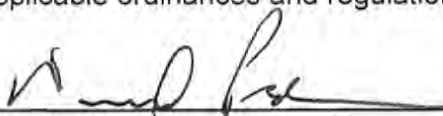
APPLICANT INFORMATION

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

Name of Event: West Yellowstone Wild Horse Stampede
Location of Event: Old Airport
Date(s) of Event: 30 July, 31 July, 1 August
Start time: 5:00 PM End time: 7:30 PM
Sponsor Organization: Bad Toro Pro Rodeo
Contact Person: David Pederson
Contact Mailing Address: 30 Gould Street Ste R, Sheridan, WY, 82801
Contact Phone Number: 208-850-2771
Contact Email Address: david.pedersongroup.llc@gmail.com
Number of expected attendees: 1500 per day

Event Fee	\$25.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Resort Tax Bond	\$1,500.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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

20 Apr 2026
Date

TK Pro Rodeo: Livingston MS Rodeo

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.

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Resort Tax Bond	\$1,500.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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

20 Mar 2026
Date

Does your event description address the following?

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

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

VENDING AND SALES

Complete this section if the event includes sales of any kind

Primary Sponsor TBD

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: TBD

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: TBD

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: TBD

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: TBD

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: TBD

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

OFFICE USE ONLY

Public Services: [Signature] Date: 4/24/26
Comments: NO OPEN FIRES

Fire: [Signature] Date: 4/26/26
Comments: Will need to contact fire EMS standby with Fire District
Will need fire event planning meeting

Police: [Signature] 580 Date: 4/23/26
Comments: none

Finance: Katie Thompson Date: 05/08/2026
Comments: _____

Administration: [Signature] Date: 05/8/26
Comments: must meet conditions determined by town

Approved

Denied

[Signature]
Town Clerk

05.08.26
Date

ATTACHMENTS






Liability Insurance
 Yes No Waived

Outside Amplification Permit
 Yes No NA

Encroachment Application
 Yes No NA

Open Container Resolution
 Yes No NA

Resort Tax Bond
 Paid Surety NA

-  Arena
-  Barricade
-  Vendor
-  Food/Bev
-  Toilets

4 0 2 y d



2 7 4 y d



Outside Amplification Permit Application Town of West Yellowstone

Event: West Yellowstone Wild Horse Stampede

Contact Person: David Pederson

Mailing Address: 30 Gould Street Ste R Sheridan, WY, 82801

Email Address: david.pedersongroup.llc@gmail.com

Phone Number: 208-850-2771

Signature of Property Owner of Record: Town of WY

Date(s) of Event: 30 July, 31 July, 1 August 2026

Location: Old Airfield

Amplification between the hours of: 10 AM 30 July, 5 PM 31 July/1 Aug and 7:30 PM

Description of Event: Rodeo

David Pederson

Signature of Applicant

20 Apr 2026

Date

FOR OFFICE USE ONLY

Decision by Town Council: Approved Disapproved

Conditions: _____

Signature of Mayor/Town Manager: _____

Date

May 26, 2026

Town Council
Town of West Yellowstone
West Yellowstone, Montana

Dear Members of the Town Council,

On behalf of Bad Toro Pro Rodeo, I respectfully request a temporary suspension of the Town's open container ordinance in designated rodeo event areas during the following dates and times:

- Friday, July 31, 2026 — 3:00 PM to 8:30 PM
- Saturday, August 1, 2026 — 3:00 PM to 8:30 PM

This request is intended to support the community rodeo festivities and enhance the visitor experience during the event. We are committed to working closely with town officials, law enforcement, and event staff to ensure a safe, orderly, and family-friendly environment throughout the rodeo activities.

We appreciate your consideration of this request and would welcome the opportunity to discuss any conditions or operational requirements the Council may deem appropriate.

Thank you for your time and continued support of the West Yellowstone Wild Horse Stampede PRCA Rodeo.

Respectfully,



David Pederson
President
Bad Toro Pro Rodeo



EVENT NAME: Yellowstone Rod Run

Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795

info@townofwestyellowstone.com

SPECIAL EVENT INFORMATION & PERMIT APPLICATION

Welcome!

Thank you for your interest in hosting an event in the Town of West Yellowstone. Permits help keep events safe, organized, and fun for everyone by coordinating police, fire, and public works services.

A special event is any public or private gathering that takes place on public property or affects public spaces or services. Examples include:

- Festivals, parades, and markets
- Races or athletic events
- Concerts or performances
- Any event that includes road closures, food vendors, alcohol, or amplified sound

A permit is required for these events to make sure everything runs safely and smoothly.

TIMELINE – WHEN TO APPLY

- Applications require town staff approval, and in some cases Town Council approval.
- Town Council typically meets on the first and third Tuesdays of the month.
- Applications must be received two weeks before your event to allow for the review and approval process.
- It is recommended you submit your event application as soon as you are able.

VENDORS

Event organizers are responsible for making sure vendors follow all Town, health, and fire rules and that resort tax is collected and submitted.

- The Town does **not** provide power, water, or waste services.

Event organizers are responsible for:

- Making sure vendors have all required permits and inspections.
- Telling vendors about setup, cleanup, and power/waste rules.
- Keeping vendors within approved areas.
- Collecting and submitting resort tax if required.
- A preliminary vendor list which must be submitted with the application, and a final vendor list must be provided no later than one day before the event.

FEES

- Event fee: \$25 per event
- Vendor fee: \$25 per vendor (if they do not have a current Town business license)
- All vendor fees are non-refundable

RESTROOMS

- Organizers must provide enough restrooms for the event size; portable toilet businesses can advise on appropriate quantities.
- You need to rent portable toilets if not enough restrooms are readily available.
- The only public restrooms are at Pioneer Park, and they may not be enough for large events.

MOTORIZED EVENTS / EXHIBITIONS

If your event uses vehicles and/or takes place in winter, you must:

- Provide proof of insurance (no exceptions).
- Submit a Snow Management Plan and coordinate with Public Works for snow setup or removal.
- Public Works does not automatically handle snow for events; you must request it in advance, and gain approval.

INFLATABLES

Inflatables, such as bounce houses or slides, are not permitted at special events or in any Town parks per MMIA liability guidelines.

LIABILITY INSURANCE

Insurance protects you and the Town. All events must provide proof of insurance before approval. Proof of insurance must be submitted at least two weeks prior to your event.

Your Certificate of Insurance must:

- List the Town of West Yellowstone as "Additional Insured"
- Meet these minimums:
 - \$750,000 per person
 - \$1,500,000 per incident
 - If alcohol is served, you must also include alcohol liability coverage.

The Town Manager may adjust limits depending on event type and risk.

RESORT TAX

If your event includes vendors or taxable sales (like tickets or merchandise), you must:

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- Collect and pay the 4% resort tax on taxable sales.
- Submit payment to the Town by the end of the following month, late payments incur late fees.
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OUTSIDE AMPLIFICATION

- Amplified sound (music, announcements, etc.) requires a free permit from the Town Council.
- Attach the Outside Amplification Permit Application if you plan to use sound equipment.
- See Section 8.16.020 of the Municipal Code for details.
- You can find this application on the Administration and Finance page of our website: townofwestyellowstone.com

PARKING

- All parking must be in designated lots or street parking zones.
- No parking on grass, sidewalks, or restricted areas.
- Driving or parking on grass is prohibited. Event organizers will be held responsible for any sprinkler or turf damage.
- Event organizers are responsible for telling guests and vendors where to park and keeping roads clear for emergency vehicles.

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- All trash must be collected by event organizer and disposed of immediately after the event. For multi-day events, cleanup is required daily.
- No trash may be left overnight unless stored in approved bear-proof containers approved by the Town of West Yellowstone.
- The Town will consider providing trash receptacle(s) for an additional fee.
- Violation of refuse policy shall be punishable as a municipal infraction under Section 6.08.070.
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PUBLIC SAFETY

Some events may need a Public Safety Plan if they:

- Block emergency access
- Have large crowds
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- Require police, fire, or EMS presence

The Fire Chief, Police Chief, or Town Manager will tell you if a plan is required. If needed, we'll meet to review emergency routes, medical coverage, and security staffing.

Events may be charged for on-site police, fire, or EMS services.

ALCOHOL

- Alcohol is not allowed in public areas unless you have written approval from the Town Council. To request approval, submit a separate letter with your event application.
- No glass containers allowed; no exceptions.
- See Section 9.12.020 of the Municipal Code for details.
- \$35.00 catering fee paid to the West Yellowstone Police Department. See MCA 16-4-111

POWER

- The Town does not provide power in Pioneer Park.
- You must bring your own generator(s), 3500 watts max, or battery equipment.
- Do not plug into outlets in the generator room at the Union Pacific Dining Hall.
- Unsafe or unapproved power setups may lead to removal from the event or loss of permit eligibility.

TOWY CONTACT LIST

- Town Hall: 406.646.7795 (Town Manager, Finance, Town Clerk, Public Works)
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- Fire Department/EMS: 406.646.9073
- Gallatin County Health Department: 406.582.3100

COMMONLY USED VENDOR LIST

The Town does not endorse these vendors nor is it a complete list of vendors who operate in our area. We recommend you do your own research with multiple vendors.

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Common Waste: 406.812.7852

Cleaners:

Triple S: 406.304.8299

Greater Yellowstone: 406.223.0754

Squeaky-Clean: 406.640.0243

Montana Cleaning Solutions: 772.584.5078

Trash:

Republic Services: 406.646.9383

L and L: 406.388.7171

Insurance:

TheEventHelper.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: Yellowstone Rod Run

Location of Event: Pioneer Park

Date(s) of Event: August 7 & 8

Start time: 7:30 Am 8/7/26 End time: 10pm 8/8/26

Sponsor Organization: Yellowstone Rod Run

Contact Person: Mindy Morris

Contact Mailing Address: P.O. Box 11646, West Yellowstone, MT 59758

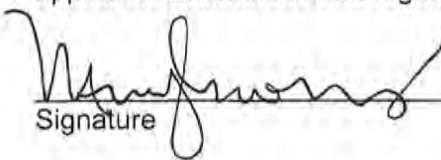
Contact Phone Number: (406) 640-7090

Contact Email Address: yellowstonerodrun@gmail.com

Number of expected attendees: _____

Event Fee	\$25.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Resort Tax Bond	\$1,500.00	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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

5/28/26
Date

Does your event description address the following?

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

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

OFFICE USE ONLY

Public Services: _____ Date: _____
Comments: _____

Fire: _____ Date: _____
Comments: _____

Police: _____ Date: _____
Comments: _____

Finance: _____ Date: _____
Comments: _____

Administration: _____ Date: _____
Comments: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

Liability Insurance

Yes No Waived

Outside Amplification Permit

Yes No NA

Encroachment Application

Yes No NA

Open Container Resolution

Yes No NA

Resort Tax Bond

Paid Surety NA



Outside Amplification Permit Application
Town of West Yellowstone

Event: Yellowstone Rod Run

Contact Person: Mindy Morris
Mailing Address: PO Box 1646, West Yellowstone, MT 59758
Email Address: yellowstonerodrun@gmail.com
Phone Number: (406) 640-7090

Signature of Property Owner of Record: _____

Date(s) of Event: August 7 & 8 2026
Location: Pioneer Park

Amplification between the hours of: 10am and 7pm

Description of Event: _____
Yellowstone Rod Run Show n Shine and Music

Mindy Morris
Signature of Applicant
5/28/26
Date

FOR OFFICE USE ONLY		
Decision by Town Council:	Approved	Disapproved
Conditions:	_____	

Signature of Mayor/Town Manager: _____		

Date		

May 28, 2026

To the Town of West Yellowstone, Honorable Mayor, and Town Council:

We are asking for your permission and a resolution to lift the open container ordinance as a variance for Friday and Saturday, August 7-8, 2026 on the City Park during the Yellowstone Rod Run for the hours of 10:00am –10:00pm.

With the permission and blessing of the Rod Run Committee, it is our intent to have a Beer Garden on the City Park property adjacent to the food booths that will be operated by a local non-for-profit.

We will supply you with the necessary paperwork as requested, including proof of insurance with additionally insured to include the Town of West Yellowstone and the Yellowstone Rod Run.

Thank you for your time and consideration.

Sincerely,

Sydney Delaney,

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

Buffalo Bar

2026 Rod Run Event Details

The Yellowstone rod run is pleased to announce their 56th Annual Rod Run. This event will be like past years, with a couple adjustments:

-After public demand, we will again have a parade leading up to the free show and shine in the City Park. The event is free to the public. And we hope that it will continue to attract many visitors who come to town specifically for this event.

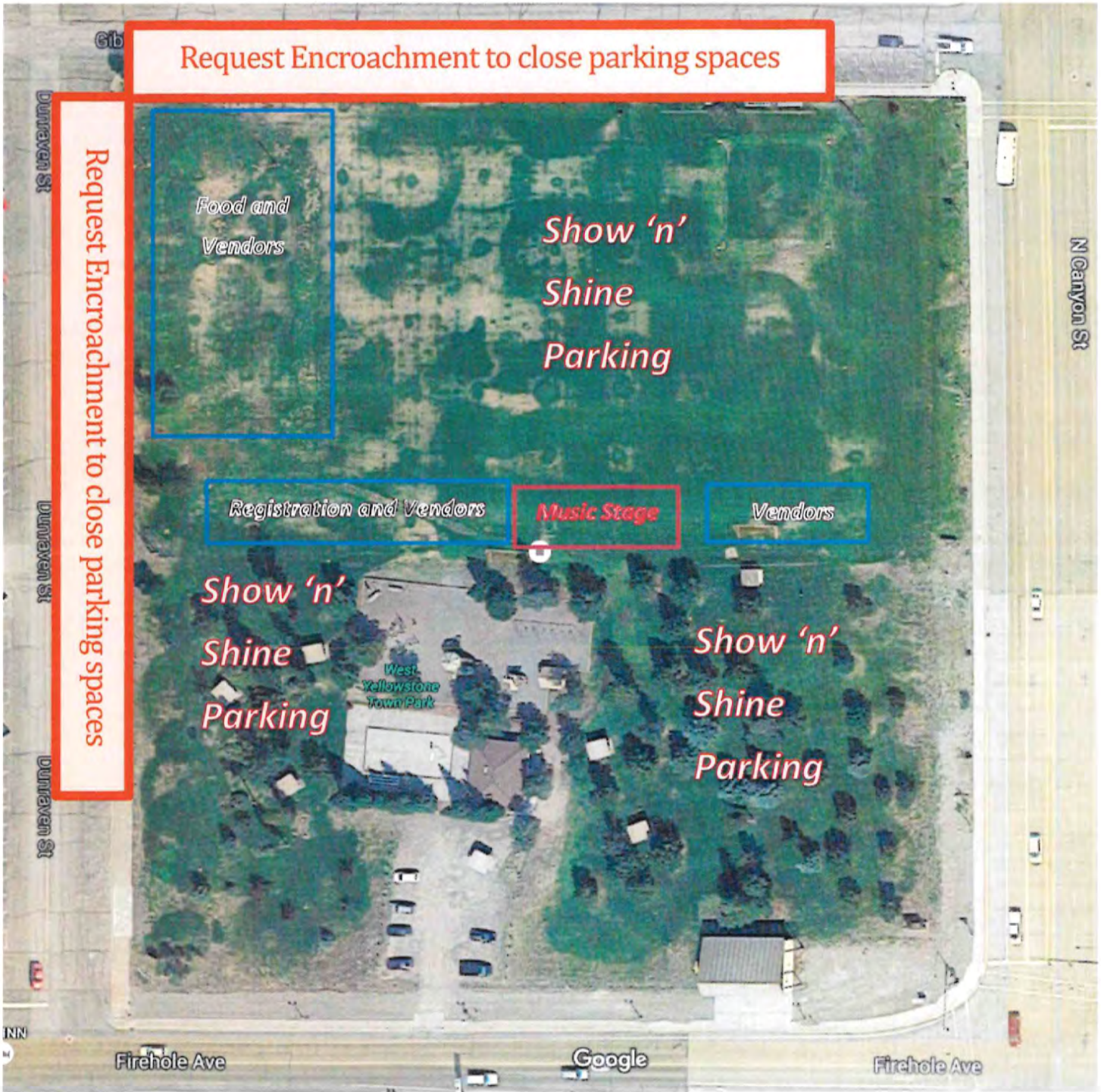
On Friday we will have registration all day and a poker run at 10 AM, ending with lunch at the city park. Friday night, we will be supporting the music in the park!

Saturday, we will have the parade at 9:00 AM, with the show and shine from 10:00 AM to 3:00 PM. Live music will be played throughout the show and shine and then awards will be handed out at 3:00 PM on Saturday. There will also be a band from 4:00 PM to 6:00 PM. We are planning for 250 cars!

We are asking for help and support from the town with the following:

- ✦ -We request a resort tax bond waiver for the event
- ✦ -Lift the open container ordinance by resolution for the event
- ✦ -Approve the outside amplification for the event
- Approve and police/public works assistance with the parade on Saturday morning
- ✦ -Approve the closure of some parking areas (see map) and police/public works assistance with the start of the poker run on Friday.
- Request assistance from public works to have the park ready for the event, and the sprinklers turned off! This is both for Friday and Saturday.
- We also request that the bathrooms be cleaned and stocked for both days and a trash trailer placed at the basketball courts
- We are also requesting use of the stage, as we will be having that for music as well as awards.

Thank you for all of the town employees police and EMS support we have received over the years we also thank the businesses who support this long standing event!



APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 5/28/26
APPLICANT: BCC Construction Group
ADDRESS: 462 W 9400 S, SANDY UT 84070
PHONE: 208 847 5302 - Patrick Johnson
INTEREST IN PROPERTY: Storage for Construction Material

OWNER OF RECORD'S SIGNATURE: Patrick Johnson [Signature] for BCC Group

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park
Block: 1 Lot: 4
Zoning District Number: B-4

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

Location 1 is exhibit "A" & "B" Extending North 120' and Following tree line back to S105 Faithful St. This area we would fence and like to use from now until June of next year (2027)

Location 2 is Exhibit "C" & "D" Roughly 50' North to South and 175' East to West. Fencing the area inside the tree lines This area we would like to use from now until the end of November

PJohnson@GOBCC.COM

[Signature]
Signature of Applicant

5/28/26
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

Approved Disapproved

Mayor/Operations Manager

DATE

Exhibit "A" Location 1

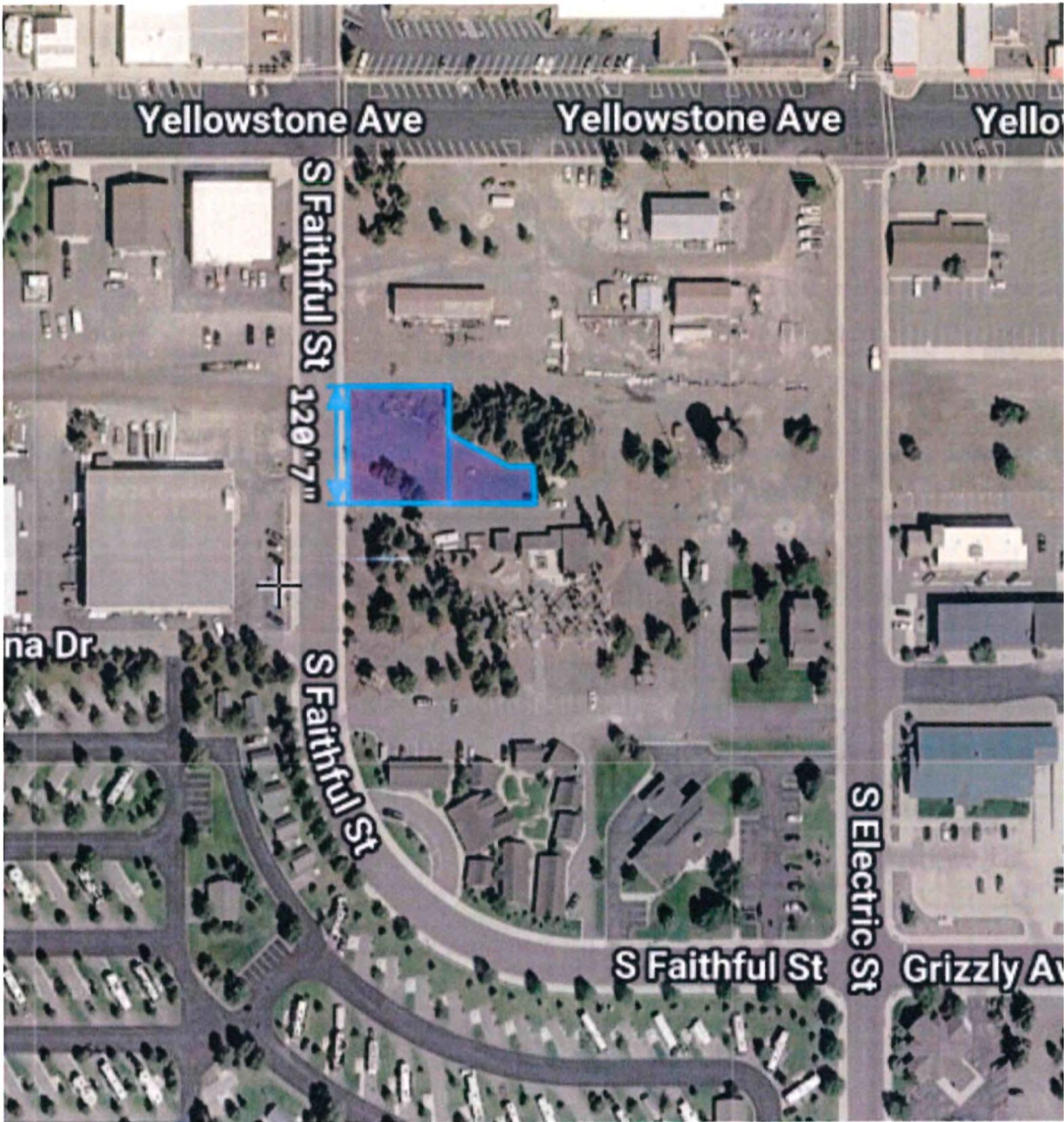


Exhibit "B" Location 1





Iris St

A Pkwy

A Pkwy

Yellowstone Ave

Yellowstone

Iris St

Obsidian Ave

Obsidian Ave



Yellowstone Ave

Yellow

S Iris St

Obsidian Ave

Obsidian Ave

Area: 8,871.25 ft²
Perimeter: 0.08 mi

Business Improvement Advisory Board

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

Julia Wittmer, Town Council – concurrent with term

jwittmer@townofwestyellowstone.com

WY Chamber of Commerce representative, ex-officio member
2 vacancies – Business Owners

Staff Support – concurrent w/ employment

Jon Brown, Public Services Superintendent
Rachel Spence, Recreation Coordinator

jbrown@townofwestyellowstone.com
rspence@townofwestyellowstone.com

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

**4 positions – business owners*

***2 positions – community at large*

Updated 04.16.2026-bw



APPLICATION FOR BOARDS AND COMMITTEES

Name Carri Hales Date 5/18/20

Address 2916 Koelzer Road

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 801-360-8095

E-Mail Address: Carri@lynlockwood.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 20yrs

Board or Committee you are applying for: Business Improvement Advisory

Occupation: Retail Store owner

Employer: Self employed

Have you previously served on a County or City board? No

If so, which board, and for how long? _____

Past Memberships and Associations: _____

Current Memberships and Associations: _____

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

What are your primary objectives for serving on this board? Beautification of the down town area.

References (Individual or Organization):
Travis Watt Phone: _____
Mary Sue Costello Phone: _____
Kelly Hart Phone: _____

Signature: Carri Hales Date: 5/18/20

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

Cemetery Board of Trustees

Rocky Hermanson
324B Nez Perce Ave
P.O. Box 1092
West Yellowstone, MT 59758
(406) 640-1089 (cell)
(406) 646-7575 (work)
rocky@yellowstonerealty.com

Appointed 6/12/2012
7/15/2014
8/7/2018
6/22/2021
6/4/2024

Jerry Johnson
712 Hayden Street
PO Box 405
West Yellowstone, MT 59758
(406) 640-7000
westmayor@aol.com

Appointed 6/4/2024

Brad Schmier
648 Grouse Court
P.O. Box 1029
West Yellowstone, MT 59758
(406) 646-7735 (work)
(406) 640-1241 (cell)
bschmier@outlook.com

Appointed 7/6/2021
6/4/2024

Travis Watt, Mayor
PO Box 1545
West Yellowstone, MT 59758
(406) 640-0395
twatt@townofwestyellowstone.com

Concurrent with term

5 member board, 2 year terms
1 VACANCY

Updated 12/2025 - er

From: [Brad Schmier](#)
To: [Elizabeth Roos](#)
Subject: Re: Cemetery Board of Trustees Terms
Date: Thursday, May 28, 2026 10:23:13 AM

Liz,

I would like to be reappointed to serve on the Cemetery Board of Trustees for another two year term.

Please accept this email as my application.

Thank you.

Brad Schmier

On May 28, 2026, at 10:19 AM, Elizabeth Roos <eroos@westyellowstone.gov> wrote:

Hello Cemetery Board Members,

As you know, terms on the Cemetery Board of Trustees are only for two years. (Personally, I think it should be a lifetime appointment.) The terms for Rocky, Jerry, and Brad all expire in June. The Mayor serves on this board concurrent will his appointment to the office of Mayor. If you would like to be reappointed to serve on the Board, please send me an email requesting such.

Also, we have one vacancy on the board. Jason Howell has indicated that he would be willing to also serve on the board. I sent him an application this morning, but feel free to encourage him if you run into him.

Thank You,

Elizabeth Roos, Town Clerk/HR, MMC
Town of West Yellowstone
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758
www.townofwestyellowstone.com

Please note: my email has changed from "eroos@townofwestyellowstone.com" to "eroos@westyellowstone.gov". Please update my contact information.

From: [Rocky Hermanson](#)
To: [Elizabeth Roos](#)
Subject: Cemetery Board of Trustees
Date: Thursday, May 28, 2026 1:34:50 PM

Good afternoon Mrs. Roos,
I would like to formally request that I be considered for an additional term to the Town of West Yellowstone Cemetery Board.

Thank you,
Rocky Hermanson

Rocky Hermanson/Broker
Yellowstone Realty
PO Box 699
303 Canyon St.
West Yellowstone, MT 597585
406-646-7575

TO WHOM IT MAY CONCERN, (LIZ)

I WOULD LIKE THE COUNCIL TO CONSIDER
ME FOR ANOTHER TERM ON THE CEMETERY
BOARD.

THANK YOU

JERRY D. JOHNSON

Jerry D. Johnson