

Town of West Yellowstone

Tuesday, August 4, 2026

West Yellowstone Town Hall, 440 Yellowstone Avenue

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

Meeting ID: 893 834 1297.

WORK SESSION – 5:00 PM

FY 2027 Budget – General Fund and Budget Review

Discussion

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Minutes: **July 21, 2026 Town Council Meeting**

July 28, 2026 Town Council Work Session

Town Manager & Staff Reports

Advisory Board Reports

Police Officer Oath of Office: McKenzie Salvesen

NEW BUSINESS

Commercial Zoning Permit Reviews

Discussion/Action

- 132 Electric Street, 25 Yellowstone LLC, remove coffee shop & add three nightly rentals
- 101 Grizzly Avenue, Yellowstone Explorer, Inc., construction of new clubhouse building

Sunflower Peak Planning, Flat Fee Planning Proposal

Discussion/Action

Resolution No. 837, Establish Casting Pond Fund

Discussion/Action

Resolution No. 838, Open Container Request

Discussion/Action

Waste Water Treatment Plant Energy Dissipation Baffle

Discussion/Action

Yellowstone Shortline Trail Improvements

Discussion/Action

Parks & Recreation Advisory Board Priorities Recommendations

Discussion/Action

Town Legal Services & City Judge Appointment Process

Discussion

Reimaging Rural Grant Application, Business Improvement Advisory Board

Discussion/Action

Advisory Board Appointment

Discussion/Action

- Health Care Services Advisory Board, Kyle Goltz
- Planning Board, Chipper Smith – Gallatin County Designee



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.



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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/26

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Report ID: AP100

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53804		1089 Gallatin County Treasurer	1,808.00					
	06/30/26	Tech surcharge	695.00		COURT	7458 212200		101000
	06/30/26	MLEA	770.00		COURT	7467 212200		101000
	06/30/26	Public Defender	0.00		COURT	7468 212200		101000
	06/30/26	Victims Assistance	343.00		COURT	7699 212200		101000
53810		2546 Century Link QCC	16.63					
	792824286 07/24/26	long dist chg	16.63		DISPAT	1000 420160	345	101000
53812		2952 DIS Technologies	720.00					
	19311 07/10/26	Monthly Managed IT	720.00		IT	1000 410580	355	101000
53823		42 Fall River Electric	14,977.80					
	07/20/26	PARK, old firehouse 2901001	79.97		PARK	1000 411253	341	101000
34	07/20/26	povah comm ctr 4212001	346.16		POVAH	1000 411255	341	101000
34	07/20/26	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
34	07/20/26	RR Well 4212005	68.23		WATER	5210 430500	341	101000
34	07/20/26	IRIS LIFT STATION 4212006	368.28		SEWER	5310 430600	341	101000
34	07/20/26	POLICE 4212008	202.90		POLICE	1000 411258	341	101000
34	07/20/26	TOWN HALL 4212009	357.15		TWNHLA	1000 411250	341	101000
34	07/20/26	ICE RINK 421010	83.75		PARKS	1000 411253	341	101000
34	07/20/26	S Canyon XmasTreeelite 4212011	0.00		STLITE	1000 430263	341	101000
34	07/20/26	Sewer Plant 4212012	8,606.25		SEWER	5310 430600	341	101000
34	07/20/26	South Iris Street Well 4212013	1,435.44		WATER	5210 430500	341	101000
34	07/20/26	Hayden/DeLaceyPump 4212014	119.65		SEWER	5310 430600	341	101000
34	07/20/26	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
34	07/20/26	911 Tower 4212016	149.70		911	2850 420750	341	101000
34	07/20/26	MADADD H20 Tower 4212017	56.15		WATER	5210 430500	341	101000
34	07/20/26	SHOP 4212018	109.39		STREET	1000 430200	341	101000
34	07/20/26	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
34	07/20/26	ANIMAL 4212029	108.25		ANIML	1000 440600	341	101000
34	07/20/26	CLORINATOR 4212030	48.04		WATER	5210 430500	341	101000
34	07/20/26	Electric Well 4212031	54.29		WATER	5210 430500	341	101000
34	07/20/26	PARK 4212032	116.57		PARKS	1000 411253	341	101000
34	07/20/26	UPDL 4212041	400.72		UPDL	1000 411252	341	101000
34	07/20/26	861PowerLinTREATSERV 4212046	532.92		SEWER	5310 430600	341	101000
34	07/20/26	LIBRARY 23 dunraven 4212054	204.74		LIBR	1000 411259	341	101000
53831		1514 Verizon Wireless	1,319.75					
23		Smartphones						
	07/20/26	640-0108, Police	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-0141 Street SP	57.38		STREET	1000 430200	345	101000
	07/20/26	640-0159 Street SP	57.38		STREET	1000 430200	345	101000
	07/20/26	640-0606 911 Dispatch	57.38		911	1000 420160	345	101000

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	07/20/26	640-1103, Operator SP	57.38		STREET	1000 430200	345	101000
	07/20/26	640-1460, Library Dir, SP	57.38		LIBRAR	2220 460100	345	101000
	07/20/26	640-1461, S & W operator, SP	57.38		SEWER	5310 430600	345	101000
	07/20/26	640-1462, S & W Super, SP	57.38		WATER	5210 430500	345	101000
	07/20/26	640-1463, Deputy PSS, SP Sspnd	57.38		PARKS	1000 460430	345	101000
	07/20/26	640-1472, Ops Mgr, SP	57.38		ADMIN	1000 410210	345	101000
	07/20/26	640-1676, Rec Coord, SP	57.38		REC	1000 460440	345	101000
	07/20/26	640-1754, COP, SP	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-1755, Police	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-1756, Police	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-1757, Police	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-1758, Head Dispatcher	57.38		DSPTCH	1000 420160	345	101000
	07/20/26	640-1759, Police	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-7547, WS Super	57.39		SEWER	5310 430600	345	101000
	07/20/26	640-9074, PSS, SP	57.38		STREET	1000 430200	345	101000
	07/20/26	640-2354 Social Services	57.38		SOCSE	1000 450135	345	101000
	07/20/26	640-2629 City Judge	57.38		COURT	1000 410360	345	101000
	07/20/26	640-7108 Police Officer	57.38		POLICE	1000 420100	345	101000
	07/20/26	640-7873 Equip Operator	57.38		STREET	1000 430200	345	101000
53836		3524 Greater Yellowstone Cleaning	2,789.00					
	333 07/09/26	Town Hall Cleaning 6/2026	880.00		TWNHLL	1000 411250	357	101000
	333 07/09/26	Library Cleaning 6/2026	657.00		LIBRY	1000 411259	357	101000
	333 07/09/26	Povah Cleaning 6/2026	1,080.00		POVAH	1000 411255	350	101000
	333 07/09/26	Rendezvous Cleaning 6/2026	132.00		RENDEZ	1000 411256	350	101000
	333 07/09/26	Public Works Bathrooms 6/2026	40.00		PARKS	1000 411253	357	101000
53837		1514 Verizon Wireless	487.68					
	7 laptops							
	5 pd cams							
	07/20/26	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	07/20/26	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	07/20/26	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	07/20/26	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	07/20/26	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	07/20/26	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	07/20/26	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	07/20/26	451-3287 PDCam1	30.02		POLICE	1000 420100	345	101000
	07/20/26	451-3386 PD Cam2	30.02		POLICE	1000 420100	345	101000
	07/20/26	451-3514 PD Cam3	30.02		POLICE	1000 420100	345	101000
	07/20/26	451-3595 PD Cam4	30.02		POLICE	1000 420100	345	101000
	07/20/26	451-3731 PD Cam5	30.02		POLICE	1000 420100	345	101000
	07/20/26	641-0834 Router	30.04		POLICE	1000 420100	345	101000
	07/20/26	920-1088 Rv50 Sms Router	27.47		POLICE	1000 420100	345	101000

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53844		3242 Fisher's Technology	286.73					
	1703416	07/24/26 Toner Finance Office	286.73		FINADM	1000 410510	220	101000
53845		3398 CentralSquare Technologies,	5,000.00					
	468380	07/23/26 SuscriptionAnnualFeePSPro	5,000.00		911	2850 420750	945	101000
53846		999999 KAREN PADREVITA	30.00					
	Blk40lot1	07/29/26 Cemeteryplot overpayment	30.00		CMETRY	2240 430900	870	101000
53847		2751 Gallatin County Justice Court	20.00					
	07/28/26	BondPassThrough-Wilkinson	20.00		COURT	7469 213000		101000
53848		674 Karst Stage	1,973.48					
	5641	07/21/26 SumRecAdventure DayHeisehotspr	986.74		SUMREC	1000 460449	319	101000
	5642	07/28/26 SumRecAdventure DayRexburgapi	986.74		SUMREC	1000 460449	319	101000
53849		2833 Cold Creek Cabinets, Inc.	15,000.00					
	72426	07/24/26 PoliceStationDesksDeposit	15,000.00		POLICE	1000 411258	920	101000
53850		3486 Assoc.of Resort Tax	2,750.00					
	07/23/26	FY27AnnualMembershipFee	2,750.00		ADMIN	1000 410210	335	101000
53851		3182 Senior Center	68.69					
	643243168	07/21/26 SumRecSupplies	68.69		SUMREC	1000 460449	220	101000
53852		3250 Dianna Hansen	23.18					
	07/14/26	FoodBankSupplies	23.18		HELP	7010 450135	220	101000
53853		999999 TINA YAKIMOW	190.00					
	07/20/26	FoodBankSupplies	190.00		HELP	7010 450135	220	101000
53854		999999 RAFAEL PONCE ALVIZAR	750.00					
	07/23/26	ExoneratedBond-Alvizar	750.00		COURT	7469 212401		101000
53855		2500 Black Mountain Productions	4,530.10					
	26-16	07/08/26	4,530.10		MAP	2101 410130	398	101000
53856		3525 Hillyard Inc.	2,782.68					
	9022470	07/28/26 Cleaning Supplies	93.32		PARKS	1000 460430	220	101000
	90216870	07/21/26 Cleaning Supplies	523.80		PARKS	1000 460430	220	101000
	90216869	07/21/26 Cleaning Supplies	2,165.56		PARKS	1000 460430	220	101000

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53857		2099 Quick Print of West	454.00					
	22617	07/28/26 Street Sign for SealCoating	454.00		STREET	1000 430200	243	101000
53858		3066 Core & Main	4,434.55					
	0033216	07/20/26 Sm Items of Equipment	1,983.11		SEWER	5310 430600	220	101000
	0033210	07/20/26 Sm Items of Equipment	2,451.44		SEWER	5310 430600	212	101000
53859		3280 Fall River Propane	6,993.68					
	2781994	07/14/26 Propane Tank &	6,993.68		WWPT	5320 430640	951	101000
53860		2782 Biolynceus Biological	1,104.91					
	12991	07/23/26 Sewer Supplies	1,104.91		SEWER	5310 430600	220	101000
53861		3355 Rod's Diesel and Generator	2,916.58					
	261391	07/17/26 Equipment Repair	1,458.29		SEWER	5310 430600	369	101000
	261391	07/17/26 Equipment Repair	1,458.29		WATER	5210 430500	369	101000
53862		3422 Sprinter Heating & Air LLC	621.00					
	30131	07/21/26 Social Service AC Fix	621.00		TWNHLL	1000 411250	357	101000
53863		3241 Bridger Analytical Lab	74.00					
	2607374	07/24/26 Sewer Testing Fees	74.00		SEWER	5310 430600	348	101000
53864		2455 Tri State Excavating, LLC	849.87					
	19303	07/08/26 RoadBaseMaterialsJune	849.87		STREET	1000 430200	398	101000
53865		3315 IAS EnviroChem	1,612.00					
	2604678	07/21/26 Sewer Testing Fees	30.00		SEWER	5310 430600	348	101000
	2604592	07/17/26 Sewer Testing Fees	1,582.00		SEWER	5310 430600	348	101000
53866		2551 TK Elevator	100.00					
	4800098741	07/24/26 FuelSurcharge	100.00		POVAH	1000 411255	350	101000
53867		999999 MELISSA FINNEY	375.00					
	07/30/26	ExoneratedBond - Finney	375.00		COURT	7469 212401		101000
53868		2997 The New Yorker	179.99					
	08/01/26	SubscriptionRenewal	179.99*		LIBRY	2220 460100	330	101000

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53869		3261 Targhee Services	169.94					
	000132	07/30/26 RepairsPDVehicle	169.94		STREET	1000 430200	361	101000
53870		3002 Billings Clinic Patient	360.00					
	410486759	07/31/26	360.00		POLICE	1000 420100	351	101000
53871		3430 KOCH'S Tennis Court Service	1,815.00					
	73026	07/30/26 PickleBall Courts	1,815.00*		PARKS	1000 460430	930	101000
# of Claims 35 Total:			77,584.24					

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TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
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Fund/Account	Amount
1000 General Fund	
101000 CASH	35,834.77
2101 Marketing & Promotions (MAP)	
101000 CASH	4,530.10
2220 Library	
101000 CASH	237.37
2240 Cemetery	
101000 CASH	30.00
2850 911 Emergency	
101000 CASH	5,149.70
5210 Water Operating Fund	
101000 CASH	3,216.82
5310 Sewer Operating Fund	
101000 CASH	18,425.62
5320 Sewer Replacement Depreciation Fund	
101000 CASH	6,993.68
7010 Social Services/Help Fund	
101000 CASH	213.18
7458 Court Surcharge HB176	
101000 CASH	695.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	770.00
7468 Public Defender Fee	
101000 CASH	0.00
7469 City Court - Judge Jent	
101000 CASH	1,145.00
7699 Victims Assistance Program	
101000 CASH	343.00
Total:	77,584.24

Town of West Yellowstone
Town Council Meeting
July 7, 2026

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

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

The meeting is called to order by 2026 Mayor Travis Watt at 6:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

WORK SESSION

Mayor Watt calls the meeting to order. The first topic for the work session is a discussion regarding the Forest Service access easements through the 80 Acres. Kyle Scarr, Town Engineer, addresses the Council. He explains that they have met with the Forest Service to discuss the options to maintain access to the forest from the new 80 acres parcel. He shares a map that designates the easements that were reserved through the sale to guarantee public access to the forest lands. In 2014, the easements or roads/trail reservations were included in the appraised value of the 80 acres. In 2015, Forest Supervisor Erickson agreed to a minor adjustment of 6973B to align with existing Madison Avenue, at the Town's expense. In 2015, Mayor Schmier formally accepted that realignment on behalf of the Town. In 2026, they reopened the discussion with the Forest Service to discuss other options. USFS has requested a Town proposal for an update 6973B alignment that provides a single equivalent route that serves both summer and winter use, reduces user conflict and aligns with parking. Scarr displays some slides that illustrate the land that is being discussed. Scarr describes the advantages of developing the existing road that aligns with Madison Avenue but points out there is no meaningful parking, there will likely be residential development on both sides, and noise nuisance for future homeowners and residential/recreational conflict. If they improved the jeep trail off of Yellowstone Avenue it would move traffic away from neighborhoods and towards planned open space, more space for parking, reduced conflict, but it would be a significant cost increase. Scarr points out they could potentially develop the area at the end of Yellowstone Avenue and Obsidian and along Hayden Street for parking. He estimates that the cost to extend access off of Madison Avenue to be around \$40,000 in current dollars. He estimates the cost to move access over to Yellowstone Avenue is \$285,000. He says the next step is to get feedback from the Council so TD&H can work with the USFS towards a long-term solution. Forsythe asks for clarification about the boundaries. Watt asks about putting parking at the end of Madison or Yellowstone. Wendy Urie, USFS District Ranger, responds that they have no ability to plow snow, so they are at the mercy of the state to plow those areas. Brad Schmier comments that he thinks the new forest access should be at the end of Yellowstone Avenue, assuming Yellowstone Avenue is extended into the 80 acres. He questions whether the cost estimates took into account that the street would already be built. He says they need to make sure there is a parking area for users of the trails. He suggests adding additional recreational items such as a skate park at the end of Yellowstone Avenue. Schmier explains that in 2015, they anticipated that the residential area would be in the southern parcel of the 80 acres and the northern section would be reserved for an event area. He recognizes that idea has changed over the last 11 years. Jerry Johnson says that when they moved the trail off of the South Plateau road and over to Electric Street, that was not a good decision. He says that he agrees the trail should be in the area of Yellowstone but doesn't need to be exactly straight. He says they don't need recreation trails through a residential area and they do need parking areas. USFS District Ranger Wendy Urie comments that they don't really have preference between the options but need to maintain access to the Forest Service lands. Junior Heaps questions whether extending the trail off of Yellowstone would establish a boundary. He thinks that running the trail along the Yellowstone Shortline trail would be a benefit and seems to make the most sense, it would be a hub of access. Wittmer and Wilson agree that the access off of Yellowstone Avenue is better and there will be a lot less conflicts with the residential areas. Forsythe also agrees. Jan Neish of the Island Park News asks if moving the access to Yellowstone would expedite the process. Scarr says that the access would be developed at the same time as they start the residential development. Watt says

that it appears to be a consensus that the second option, closer to Yellowstone Avenue, is the preference. Walker agrees and indicates that they will direct TD&H to work with the USFS to move the access to that area. Johnson thanks the Council and Walker for addressing the issue and moving forward.

Finance Director Katie Thompson addresses the Council regarding the Enterprise Funds, which include water and sewer services. Thompson explains the reports that have been distributed to the Council. Thompson explains that they have budgeted \$1 million from the 1% resort tax in the water and sewer funds to be prepared for development of the 80 acres. She also points out anticipated revenue for water and sewer services. Thompson explains the maintenance and expenses they have budgeted for this year. She points out updates made to the sewer operating fund. As a condition of the loan for the wastewater treatment plant project, they have pledged \$1 million per year from the 1% resort tax that is reserved specifically for infrastructure. She explains that they are creating new accounts for operation of the new wastewater treatment plant so they can track the expenses for that plant separately from the rest of the system. She points out the 3% escalator that is built into the lease payment to Montana Department of Transportation for the wastewater treatment plant. She summarizes the funding and contingency funds for the wastewater treatment plant. The work session is adjourned at 6:15 PM.

Public Comment Period

Greg Leeman of Gallatin Gateway addresses the Council to introduce himself and announce his intent to run for the local senate seat that will represent West Yellowstone.

Council Comments

Greg Forsythe asks everyone to do a “rain dance.” Mayor Watt excuses Council Member Benike who is attending to a family matter this week.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7124 to Central Square for the Pro Records Standard Interface for \$8120.00. (Wilson, Wittmer)
- 2) Motion carried to approve the claims, which total \$99,662.00. (Wittmer, Wilson)
- 3) Motion carried to approve the minutes of the July 7, 2026 Town Council Meeting. (Forsythe, Wittmer)
- 4) Motion carried to authorize Town Staff to prepare and submit an application to the Montana DNRC for the 2027 Biennium Renewable Resource Grant and Loan Planning Grant. The Town Council further commits to providing a \$40,000 local match, subject to final budget approval and availability of funds. (Wilson, Wittmer)
- 5) Motion carried to approve the Montana State University Research Agreement dated July 21, 2026 for traffic calming measures on Highway 191. (Wittmer, Forsythe)
- 6) Motion carried to approve the updated proposal to maintain an encroachment made by BCC Construction on behalf of the Towneplace Suites by Marriott project to store additional construction materials in the area at the corner of Obsidian and Hayden Streets until October 1, 2026. (Wilson, Forsythe) Wilson, Watt and Forsythe are in favor, Wittmer is opposed, motion passes.
- 7) Motion carried to approve the Application to Maintain an Encroachment made by Jonathan Heames of Golden Stone Inn to allow parking for their guests along Faithful Street during the construction phase when access to their parking lot will be blocked due to construction of the neighboring hotel (Forsythe, Wilson)
- 8) Motion carried to approve the Marketing and Promotions Fund Document Revisions, effective immediately. (Forsythe, Wilson)

- 9) Motion carried to appoint Jerry Johnson to the Business Improvement Advisory Board.
(Wilson, Wittmer)

DISCUSSION

- 1) Forsythe asks if there is an annual fee that will be charged in the future for this program.. Chief White responds that there is an annual maintenance fee.
- 4) Town Engineer Kyle Scarr explains that the Town will need to expand the Iris lift station as the community grows. He explains that the current pumps work at fixed rates and will need to be replaced. He explains that to proceed with the project, they need to complete a Preliminary Engineering Report. They are going to apply for the Renewable Resource Grant Planning Grant Program to complete the PER. They will apply for the maximum ask of \$40,000 and will plan for a Town contribution of \$40,000 and \$30,000 Montana Coal Endowment Program Planning Grant for a total cost of \$110,000.
- 5) Thompson explains that the Town conducted a traffic study for Highway 20 a couple years ago to do a traffic calming study which resulted in some traffic calming measures. They are now planning to conduct another traffic study as approved on March 17, 2026. She explains that this agenda item is to approve the MSU Standard Research Agreement for the project,
- 6) Deputy Director of Public Services KC Tanner explains the two applications to maintain an encroachment. BCC Construction, on behalf of the Towneplace Suites by Marriott project, has requested an encroachment to store building panels on town property until October 1, 2026. The original request was to store the materials north of the project adjacent to the groomer shed, but they did receive a letter opposing that location from the WY Grooming Committee so they are requesting permission to use the space next to the other encroachment along Hayden Street. Tanner confirms the location will be fenced.
- 7) Tanner explains that they have reviewed an application from Golden Stone Inn, the property to the south of the Towneplace project on Faithful Street. The two properties share a driveway through an easement that allows access to the parking area for Golden Stone Inn. The driveway and parking area need to be dug up to allow connection of the new project to the storm drain system. Golden Stone has requested a temporary encroachment to allow their guests to park on Faithful Street in front of the hotel during this phase of the project.

Forsythe says he understands the problem but recognizes it is a bad corner. Wilson asks if the proposal is a fire lane area. Fire Chief Shane Grube responds that it is not and he is okay with the request. BCC Contractor says the purpose is to connect to the storm drain and it should only be disturbed for 1-2 weeks at most.

- 8) John Greve, Secretary for the Marketing and Promotions Fund Advisory Board, presents a recommendation to update the regulations for applications for the Marketing and Promotions Fund. Notable changes include reducing the maximum amount of award to \$20,000, encouragement to expand events, and the requirement to secure an event permit before submittal. Watt notes that the board did reserve the discretion to fund an event for more than \$20,000 should a new or exciting event come up.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports that Finance Director Katie Thompson has been working with NRMEDD on the the HUD PRO Housing Grant application. There will be a public hearing next week. He reports that police officer Kenzie Salvesen is starting next Monday. He says the chip seal project in town was completed last week and thanks everyone for their patience. He explains that the crew will return in about a month to put down final pavement markings. He reports on the engineering meeting this week which included expanding Fir Ridge Cemetery

plots, the USFS easements, and 80 acres development. He says there has been discussion about the Moonrise project moving forward and they did have a meeting this week to review the conditions of approval for the project. He reports that he attended the Regional Housing Coalition meeting last week in Big Sky and toured their housing projects. He reports that there were several Gallatin County legislators at the meeting as well. He also reports that they have opened a dialogue with Montana Department of Transportation about moving the 25 mph speed limit signs farther outside of town, especially considering the expansion of the 80 acres. He also announces that the new pickleball courts are open!

- B) **Advisory Board Reports:** Wilson reports that the Parks & Recreation Advisory Board met earlier this week to discuss project priorities for the next year, they are meeting again next Monday at the Forest Service Building. Wittmer reports that the Business Improvement Advisory Board met and are working on a grant opportunity and bylaws. Forsythe reports that the Health Care Services Advisory board reviewed statistics from Billings Clinic which indicate an increase in visits this year and they are fully staffed. Watt mentions that the Marketing and Promotions Fund Advisory Board met and the Council will discuss their recommendations later in the meeting.

The meeting is adjourned. (7:53 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone
Town Council Work Session
July 28, 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, Finance Director Katie Thompson, Rick Simpkins and Lila Fleishman of Human Resource Development Council (HRDC), Chief of Police Corey White, Public Services Assistant KC Tanner, Fire Chief Shane Grube, Deputy Clerk Brittany White, Julia Hannaford, West Yellowstone Executive Director Carrie Coan

The meeting is called to order by 2026 Mayor Travis Watt at 12:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

WORK SESSION

Rick Simpkins and Lila Fleishman of the Human Resource Development Council are present to address the group about development and planning for the 80 acres parcel on the west side of West Yellowstone. This is the second planning session with the Town Council and they will address possible options for establishing attainable housing. He says the AMI (Affordable Median Income) in Gallatin County is ?? He also addresses the high construction costs to build new structures in West Yellowstone. He explains that the triplex that was recently built through HRDC and the West Yellowstone School cost \$1.78 million to develop three housing units. He says that unofficial construction cost estimates are between \$245 and \$345 per square foot, which excludes soft costs like developer fees that drive the cost up more. He says the Town can do some things to lower the cost of development such as stubbing utilities to the lots. Simpkins says other options include manufactured or modular housing. He describes ready to assemble kits from multiple manufacturers which can provide homes at a lower cost, but they have to consider shipping costs and reinforced construction for heavy winters. He says his general observation is that a modular build costs about the same as a stick build, but they can usually build them faster-which is an advantage in West Yellowstone. He says the real take away is that even with donated land and costs that the Town could offset, it is still unaffordable for residents that make the average wage in West Yellowstone to afford to build a home. Simpkins describes low income housing tax credits program, referred to as LIHTC. He says tax credits are the largest source of funding for housing. Federal tax credits are distributed to state housing agencies, the tax credits are sold to private capital to fund projects upfront and replace debt and equity. Projects are required to follow affordability guidelines for 50+ years and rents must be affordable at different area median income levels. Simpkins shares an example from Livingston for rental housing where rents range from just below \$900 to \$1258 per month, which is considered affordable for current wages. He says that because of the lifetime subsidy for a project like this, the monthly rents are offset approximately \$1000/month. Forsythe asks who typically manages properties like this. Simpkins responds that developers usually manage them themselves or hire a property manager, but it is more complicated property management. Simpkins outlines some pros and cons of LIHTC projects. Pros include large source of subsidy to bring affordability, it is an established program, public-private partnership, scale and faster unit creation, no ongoing subsidy or costs, most residents of West Yellowstone are eligible to live in LIHTC housing, high quality building standards. Cons include restricted to certain incomes, residents can disqualify themselves by increasing earnings, LIHTC is a complex program, affordability requirements can expire, most useful credits are competitively awarded. Watt asks if they can add deed restrictions to a LIHTC project. Simpkins responds that they can if they are more restrictive like increasing the number of years that they have to remain affordable, but they do have to follow fair housing rules and cannot discriminate. Fleishman emphasizes that LIHTC are not the perfect tool, but they are the largest tool available and they encourage the Town to consider such a project. She adds that community support is a vital component for being awarded tax credits. The group discusses the relationships between a developer, investors, and the Town. Fleishman says that for the recent project in Livingston the project obtained a LIHTC award but the city was not highly involved other than support and permitting.

Simpkins describes deed restrictions. He explains that deed restrictions were traditionally used to govern aesthetics, but are increasingly used for affordable housing. Most common policy requires occupancy, short-term rental prohibition, workforce, affordability through income limits or appreciation or rental price caps, and requirement to build. He explains that there is a relationship between community benefit and the financial costs. He says deed restrictions always lower property value. He adds that most programs that have work requirements do have a retirement provision. He describes a project in Big Sky that requires at least one full-time occupant that works 30 hours per week, no short-term rentals and 75% of income derived from local sources. He also describes deed restrictions stewarded by HRDC that have permanent affordability via 2% appreciation caps, short-term rental restrictions, workforce restrictions. He describes pros and cons for deed restrictions including fully customizable, avoiding unoccupied homes, cost effective, public/private partnerships. He says cons include costs related to compliance, potential for less financing options, value of deed restricted property is lower, costs of placing a deed restrictions results in lower prices, potentially higher effect on availability than affordability.

Simkins and Fleishman describe community land trusts (CLT). Simpkins explains that a community land trust separates land and improvements (the home) with only the improvements sold to homebuyers and the land is retained by a non-profit organization or government. Resale restrictions ensure permanent affordability. Simpkins shares an example of a townhome in Bozeman where they calculated the cost to the homeowner through CLT ownership and regular ownership. When the home was sold, the regular ownership model significantly gained more money, but the CLT ownership enjoyed stability and lower costs as the owner and still had a financial gain when sold. The pros of a CLT include permanent affordability, lower barrier to entry for homeowners, workforce stabilization, one-time subsidy, community stabilization. Cons include limited equity growth, challenges in scaling development, ongoing administrative/compliance costs, the one-time subsidy must be up-front, potential to disincentivize homeowner maintenance. Watt asks if the 2% appreciation cap can be changed. Simpkins responds that it can and shares examples from the region that range from 1.5% to 3% and can even be tied indexes. He asks if the land is donated, but can the infrastructure installation costs be rolled into the cost? Simpkins responds that they can, but it can be complicated. Fleishman says they can possibly put those costs into the ground lease fees or include those costs in the cost of the home. Simpkins says that the general rule of thumb is that CLT housing is priced about 30% below market value.

Walker asks if they can combine deed restrictions with a CLT. Simpkins responds that they can but generally do not need to do both. He says the ground lease for the CLT accomplishes the same as a deed restriction. He says that a CLT project is home ownership focused, not really for rentals.

The last topic of discussion is down payment assistance. Simpkins explains that a down payment assistance program is a financial boost, usually provided by state housing authorities, local governments or non-profits and are designed to help buyers cover the upfront costs of purchasing a home. He says they can come in the form of a grant or forgivable second mortgage or deferred payment loan. He says most programs come with income and price caps. He says West Yellowstone could develop its own program and choose program rules and requirements. Pros include increasing housing attainability and affordability. Cons include cost and operational support for the program, and ongoing compliance. He points out that down payment assistance does not create new housing and really comes into play once housing is available.

Simpkins explains that at the session on August 25th, they will use this knowledge to give the facilitation team specific feedback to produce draft RFP's and other recommendations. He asks the Town Council to complete the survey he will send out by email by August 12th. He encourages them to email himself or Lila with questions or suggestions.

The meeting is adjourned at 1:55 PM.

Mayor

ATTEST:

Town Clerk

DRAFT

Public Works Report

07/27/26 thru 07/30/26

RSCI is working on the following:

Final grading

Power ventilation controls

Door and door assemblies

New walkway and door on the south side to provide access to the headworks room.
(This was a change order)

Finish installing heater in the thickener building

Working on finishing the punch list and cleanup of site

Aeromod is training the Public Works crews on how the system operates while also providing guidance on addressing the Nocardia bacteria that has invaded the wastewater treatment facility.

To help balance the new wastewater treatment facility, we have been introducing specialized microorganisms to control Nocardia bacteria. Establishing a healthy biological balance is a gradual process and can take several weeks before the system is fully stabilized.

The thickening system is now online.

Due to the grease-related issues affecting the wastewater system, I have been speaking with local business owners to ensure they are properly maintaining their grease traps and disposing of grease in accordance with recommended practices.

Finished DMR's and they have been submitted to the EPA.

Attended a planning board meeting to discuss 2 new projects.

Public works crews are working on the following:

Preparing the streets in the Madison Addison for new seal coating which will start on 08/03 thru 08/06.

Pothole repair

Street Sweeping

Sidewalk repair

Lights and light pole replacement on Canyon St

Building maintenance

Lawn care

Garbage services

The Town is preparing for an exciting special event as PBR comes to town. Public Works crews are hard at work improving traffic safety, setting up traffic control measures, and making sure the Town is ready to welcome visitors. We appreciate everyone's patience as these preparations are completed and look forward to a safe and successful event for our community and guests.

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

Thank you,

Jon Brown

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 7/30/26
Date: Thursday, July 30, 2026 11:20:19 AM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@westyellowstone.gov>
Sent: Thursday, July 30, 2026 7:40 AM
To: Dan Walker <dwalker@westyellowstone.gov>; Jon Brown <jbrown@westyellowstone.gov>
Subject: Bullet points 7/30/26

Bullet points 7/30/2026

- #1 violation letters handed to food trucks for noncompliance.
- #2 Planning board meeting
- #3 80 acres meeting
- #4 Parks and Rec meeting
- #5 Cemetery, met with family and monument worker to place headstone and dig hole for cremains.
- #6 meeting with Kristina Kilts from MDT at 80 acres to move 25mph signs and to discuss process for further speed studies for HYW 20 and 191
- #7 Emailed property owners about their noxious weeds.
- #8 Put out signs for seal coating project.
- #9 Put out cones for encroachment on Faithful street.
- #10 Scott Hazelton and I met with 520 Madison property manager about zoning options.
- #11 Events prep.
- #12 Seal coating prep.



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

ktanner@westyellowstone.gov

Cell # 406-640-0141



JULY 31, 2026

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- Fir Ridge Cemetery: We signed the certificate of survey for the new plots at the cemetery, the next step is to file the survey and then TD&H will put the property pins in the ground. Once this is completed, we can start selling the new plots.
- Upcoming Special Events: lots of action in the office this week. Over the past year, we worked a lot on clarifying the event permit application and including a lot more detail about what the Town will and will not provide. I think it has helped, but we will reevaluate after we get through the season.
 - WY Wild Stampede Rodeo, July 30-August 1
 - West Yellowstone Festival, July 31-August 1
 - Yellowstone Rod Run, August 7-8
 - Music in the Park, August 7 & August 15
- Attended Planning Board Meeting on July 29, 2026, Board reviewed two commercial zoning permits and listened to a presentation by Scott Hazelton, contract planner, to prepare for updating the subdivision regulations. The subdivision regulations were last adopted in 1982. For several years during my tenure, we were missing about 6 pages in the middle of the document! However, John Costello was able to produce a complete copy about ten years ago. The Town needs to adopt current regulations that are in compliance with state law before approving any new subdivision applications.
- Worked with KC on enforcing compliance for the two mobile food vendors on Dunraven next to the Library. The ordinance requires mobile food vendors to have written permission from the owner of restroom facilities for customers and employees to use such facilities. We have had complaints from neighboring businesses about the impact of the customers of the mobile food vendors. Both vendors were able to secure permission this week for access to restroom facilities at other businesses within a block.





Week of 07.27.2026

Met with Sarah with NRMEDD along with Scott Hazelton, Planner, Kyle Scarr, Town Engineer, Dan Walker, Town Manager, to go over the HUD grant application. We completed the budget portion this week and went over Exhibits A and B. We have logged into the portal and prepared for Monday's submittal.

Prepared for the Work Session and Town Council meeting.

Attended the Parks and Rec Advisory Board meeting on Monday. They discussed their priorities; we discussed the budgeting process and the CIP for future year lookahead.

Met with Adam with NeighborWorks Montana to discuss the Gibbon Ave project. They are current with payments to the Town.

Attended the July Coffee with Clerks. This is the monthly call that all the clerks, finance positions, etc. can get together and discuss issues or ideas they've had for the month and give reminders of upcoming deadlines.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: YNC BoD July operations summary
Date: Friday, July 31, 2026 1:16:07 PM

This can go in the Town Council Packet.

DW

From: JimK <cozerose@gmail.com>
Sent: Friday, July 31, 2026 11:53 AM
To: Patty Bates and Rick Hafenfeld <hafenbates91@gmail.com>; Christy Blohm <cblohm07@gmail.com>; Phil Barto <bartofleet@aol.com>; JW Allendorf <mtblackdog16@gmail.com>; Jim & Connie Voelz <voelzjc@gmail.com>; Parker Micheal <Michael.parkerbh5@gmail.com>; Edmond Ward <edmundmso@gmail.com>; Jerry Waters <jskierwawa@gmail.com>; Jim Seaton <jmckenzie2@aol.com>; Trent Redfield <tredfield@museumoftheyellowstone.org>
Cc: Magen Crowley <magen.crowley@usda.gov>; Brad Sauer <deecinmc@gmail.com>; Barry & Linda Hicks <hickswil@gmail.com>; Bob & Joyce Smee <RWSmee@msn.com>; Tim Schaeffer <likeitfine@gmail.com>; Bill & Lorena Craig <ski_ter46@hotmail.com>; Bill Cramer <brcramer@blm.gov>; Dan Walker <dwalker@westyellowstone.gov>; Carrie Coan <wyfoundation@gmail.com>; Mo Evans <moevans@westyellowstonefoundation.org>; Danny Arnold <jump4work@gmail.com>; Tim Oliverous <oliveriustim@gmail.com>; Bill Whetstone <billw.fl@gmail.com>; Don Haugo <dhaugo@msn.com>
Subject: YNC BoD July operations summary

Greetings BoD and friends.

This is a brief summary of operations in West Yellowstone, for YNC and the Junior smokejumper program.

We continue to give the daily “Fires of 1988 & Firewise” program at 1 pm at the Museum. The daily participant average is down a bit this month from May and June to 18 with an 620 for the month. The junior smokejumper program at the barn is holding steady with 267 total, 185 adults and 82 youth.

These programs and participant numbers continue to eclipse all our previous daily records in the past decade. For the month of July we have had 887 program participants!

We have developed the program to conclude with lesson learned from 1988, current fires and Firewise strategies. The public response overall has been very positive. You can see the reviews online at Museum of the Yellowstone through Trip Advisor, Facebook, Instagram or Google.

We had 10 volunteers that assisted with programs in July for a total of 54 volunteer days. Most volunteers contribute more than six hours daily (so that is more than 300 hours of volunteer time for the month.) Visitation at the station is down. I believe a major factor is the missing IMAX across the street from the station.

The major projects this month have been crowns and improvement. All the buildings have a new coat of oil thanks to Jerry Waters and Tim Schaeffer. The Smokejumper Base donated a new Ram Air parachute system for Manny Ken, (Mannequin). The residence has been at maximum capacity for most of the month. A huge thank you goes out to our secretary Christy Bloom for turning the rooms over so many times in July. Christy takes great pride in making sure the Incoming volunteers and guest have a clean Room upon arrival.

Phil Barto the BoD very own certified Civil engineer has made assessments of several projects for the facilities. Thank you Phil! Stay tuned for Details on the residence front porch project. The major expenses, beyond utilities and swag this month was for Lin seed oil and materials to treat the logs on all the buildings.

A special nod to “Bright eyes” Bill Craig a 36 year WYS jumper and loft foreman. He has more Fire jumps at West Yellowstone than anyone, but Chuck Flack who recently passed away. Bill came to Celebrate his 80th birthday on July 14 and has been wooing the 1 pm crowds ever since.

Thanks to Jerry Waters (the 1st RAM Air fire jump Legend) for covering operations while I was at the lake and on other boondoggles, earlier this month. We also received a very generous \$1000 donation from Barry Thomson who stayed with us last month and helped with programs.

It's been one of the busiest and productive months I've have experienced in the decade I've been involved here. Thanks again to all BoD and friends for making the YNC such a success.

Thanks again to the many volunteers and friends!

Jim Kitchen
406 599 4054
President YNC junior Smokeumpers
West Yellowstone



WEST YELLOWSTONE POLICE DEPARTMENT

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

Weekly Report: 07/30/2026

This week has been focused on staffing, operational planning, and preparing the department for several major community events.

Officer McKenzie Salvesen officially began employment with the West Yellowstone Police Department on Monday, July 27, 2026. With her arrival, all sworn officer positions within the department are now fully staffed. This is a significant milestone for the department and will improve our ability to provide consistent service to the community.

I also began the background investigation for a dispatch candidate. Upon successful completion of the background investigation, psychological evaluation, and remaining hiring requirements, the Communications Center will also be fully staffed.

An operations plan was developed and distributed for the numerous community events taking place this weekend, including the Wild Horse Stampede Rodeo, West Yellowstone Festival, Mountain Man Rendezvous, and other related activities. The plan outlines staffing assignments, patrol responsibilities, traffic control, emergency response coordination, and communication procedures to help ensure a safe and successful weekend for residents and visitors.

Work also continued on preparing one of the Town's surplus vehicles for auction, with additional surplus vehicles being prepared for future auction as time allows.

Case file review continued throughout the week, and preparations are being finalized for the transition to a fully digital case file system beginning August 1, 2026, which will improve efficiency, organization, and records management throughout the department.

Dispatch / Communications

Dispatch Supervisor Brenda Phillips reported the following activities this week:

- Responded to a Central Square system failure Sunday night and worked with Gallatin County 911, DIS, and Central Square IT to restore operations.
- Worked with DIS to resolve issues involving the dispatch camera system. Planning continues for future camera system upgrades.

- The first week of full generator transfer testing was completed successfully with no issues identified.
- One dispatch applicant remains in the background investigation and psychological evaluation process.
- The Yellowstone National Park radio channel into dispatch continues to experience technical issues. The problem is believed to be on the National Park side, and they are actively working toward a resolution.

Department Activity Statistics

- **230** Calls for Service
- **34** Citations Issued
- **96** Warnings Issued
- **5** Cases Generated
- **3** Arrests
- **104** Traffic Stops
- **1** Vehicle Crash

Chief Corey White

West Yellowstone Police Department.

TOWN OF WEST YELLOWSTONE

ON BEHALF OF THE STATE OF MONTANA AND THE TOWN OF WEST YELLOWSTONE

Be it known to all that on this date, **McKenzie Salvesen**,
took the following oath of office:

“I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States of America and the Constitution of the State of Montana, and the Charter of the Town of West Yellowstone, and that I will discharge the duties of my office with fidelity (so help me God).”

Let it be recognized to all that on this date, **McKenzie Salvesen**,
by taking this oath of office was duly sworn in as a Peace Officer for the
Town of West Yellowstone and the State of Montana.

Mayor
Town of West Yellowstone

Date

McKenzie Salvesen
Police Officer

Date





Staff Report

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

TOWN COUNCIL

<u>Report Date:</u>	July 29, 2026
<u>Meeting Date:</u>	July 29th, 2026
<u>Petitioner(s):</u>	Mark Deift on behalf of 25 Yellowstone Ave. LLC
<u>Staff:</u>	Scott Hazelton AICP, CFM
<u>Zoning:</u>	B-3 Central Business District
<u>Address:</u>	132 Electric St. West Yellowstone, MT 59758
<u>Legal Description:</u>	WEST YELLOWSTONE ORIGINAL PLAT, S34, T13 S, R05 E, BLOCK 18, Lot 1, ACRES 0.344, PLAT B-47
<u>Assessor Code(s):</u>	00RRG16679
<u>Geocode(s):</u>	06-0062-34-2-15-07-0000
<u>Submitted Materials:</u>	Application, Site Plan, and Narrative

OVERVIEW

The petitioner, Mark Deift on behalf of 25 Yellowstone Ave. LLC, seeks approval of a zoning permit. The applicant is proposing to remove a coffee shop and replace it with three additional nightly rentals. The property is a corner lot with adequate access. The applicant will need to ensure that all safety and health codes are met.

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

This application is for a zoning permit to allow for the property to remove the existing drive through coffee shop and replace it with three nightly rentals.

EVALUATION

Staff provides their evaluation of the zoning code requirements in the B-3 District. The applicant's site plan complies with the following.

17.22.020 Permitted uses.

Nightly rentals are a permitted use.

17.22.040 Lot area and width.

The lot area and width have been met by this application.

17.22.050 Coverage.

The application meets the criteria of lot coverage.

17.22.060 Yards.

The setbacks on the proposal have been met.

17.22.070 Corner lots.

This lot is considered a corner lot. The requirements of the Town have been met.

17.22.080 Yard encroachments.

The site plan as submitted meets the yard encroachment requirements.

17.22.090 Building height.

The applicant meets the height requirements of the zoning district

17.22.100 Off-street parking.

The project appears to have submitted sufficient parking based on the site plan and was reviewed by the DRG.

17.22.110 Off-street loading.

There is no requirement for off street loading with this application.

17.22.120 Visibility at intersections.

Staff finds that the property has adequate visibility at the intersection.

17.22.130 Outdoor lighting.

An appropriate condition of approval number 8 has been provided by staff.

17.22.140 Signs.

The applicant must submit for any proposed signage and an appropriate condition of approval has been provided by staff. This requirement is provided in condition of approval number 7.

17.22.150 Fences, walls, and hedges.

The applicant is not proposing any fences, walls, or hedges.

17.22.160 Curb cuts.

The submitted site plan conforms to this requirement. The applicant is not proposing any curb cuts for the property.

FINDINGS

Staff has determined that the submitted application requires additional information that will be reviewed by the Town of West Yellowstone. The West Yellowstone Planning Board made an unanimous recommendation to the Town Council to APPROVE the project at 132 Electric St.

RECOMMENDATION

Staff and the Planning Board makes a positive recommendation to the Town Council. The Planning Board evaluated the site plan for compliance with the B-3 Zoning District. Town Staff has included additional review and conditions involving items of the project outside of the Planning Board's review. The Town Council should include appropriate conditions to mitigate any circumstances that Staff, the Planning Board, and the Town Council have identified during their review of the request. Staff and the Planning Board suggests the following conditions for the Town Council to initially consider:

1. The applicant shall abide by all representations made by the applicant, either through testimony or materials submitted in the application and hearing process, unless the governing body deems otherwise.
2. The applicant secures all appropriate approvals and inspections from the appropriate agencies prior to occupying the space.
3. That the applicant abides by all easements or other regulations between public or private parties that are present on the parcel at the time of submission.
4. That prior to occupancy the applicant receives a valid business license from the Town of West Yellowstone.
5. That the applicant addresses any sewer and water concerns that could impact human health or safety.
6. That the applicant provide to the Town of West Yellowstone Public Works Department as-built drawings prior to occupancy.

7. That the applicant provide plans for any and all signage to be reviewed by the Town of West Yellowstone.
8. That any lighting be placed in conformance with 17.22.130 of the WYMC.
9. The applicant shall pay any required connection fee based on meter size and payments for the SFEs required to serve the property.
10. Cabin Number 7 shall be fire-proofed to the satisfaction of the Hebgen Basin Fire District along the exterior property side.
11. The applicant shall secure all necessary State permits.

SAMPLE MOTIONS

Staff has provided sample motions for the Town of West Yellowstone Planning Board below. The Planning Board may utilize this language in making the motion for their decision regarding the application but should include the Board's findings, any amendments to the conditions presented by staff, and/or adding additional conditions to the applicants proposal that promote health, safety, or general welfare of the public.

SAMPLE MOTION FOR APPROVAL WITH NO AMENDMENTS TO ANY CONDITION OF APPROVAL

I move to approve the 132 Electric St. Commercial Zoning Permit finding that the proposed development is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. I further find that the Zoning Permit meets the conditions of the B-3 District and other relevant sections of the Town Code. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for the 132 Electric St. Commercial Zoning Permit.

SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL

I move to approve the 132 Electric St. Commercial Zoning Permit finding that the proposed development is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. I further find that the site plan submitted is in compliance with the conditions of the B-3 District. I move to adopt the conditions of approval presented in the staff report and amend condition of approval number (Number of the Condition to be Amended) to read as stated (state the proposed change) and adopt the staff evaluation and findings presented for the 132 Electric St. Commercial Zoning Permit.

SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL

I move to approve the 132 Electric St. Commercial Zoning Permit finding that the proposed development is consistent with the intent of the B-3 District and the Town of West Yellowstone Growth Policy. I further find that the site plan complies with the B-3 District. I move to adopt the conditions of approval presented in the staff report and remove condition of approval number (Number of the Condition to be Removed) and adopt the staff evaluation and findings presented for the 132 Electric St. Commercial Zoning Permit.



Scott Hazelton AICP, CFM
Owner, Sunflower Peak Planning
406-475-2969
shazelton@sunflowerpeakplanning.com

7/29/2026
Date

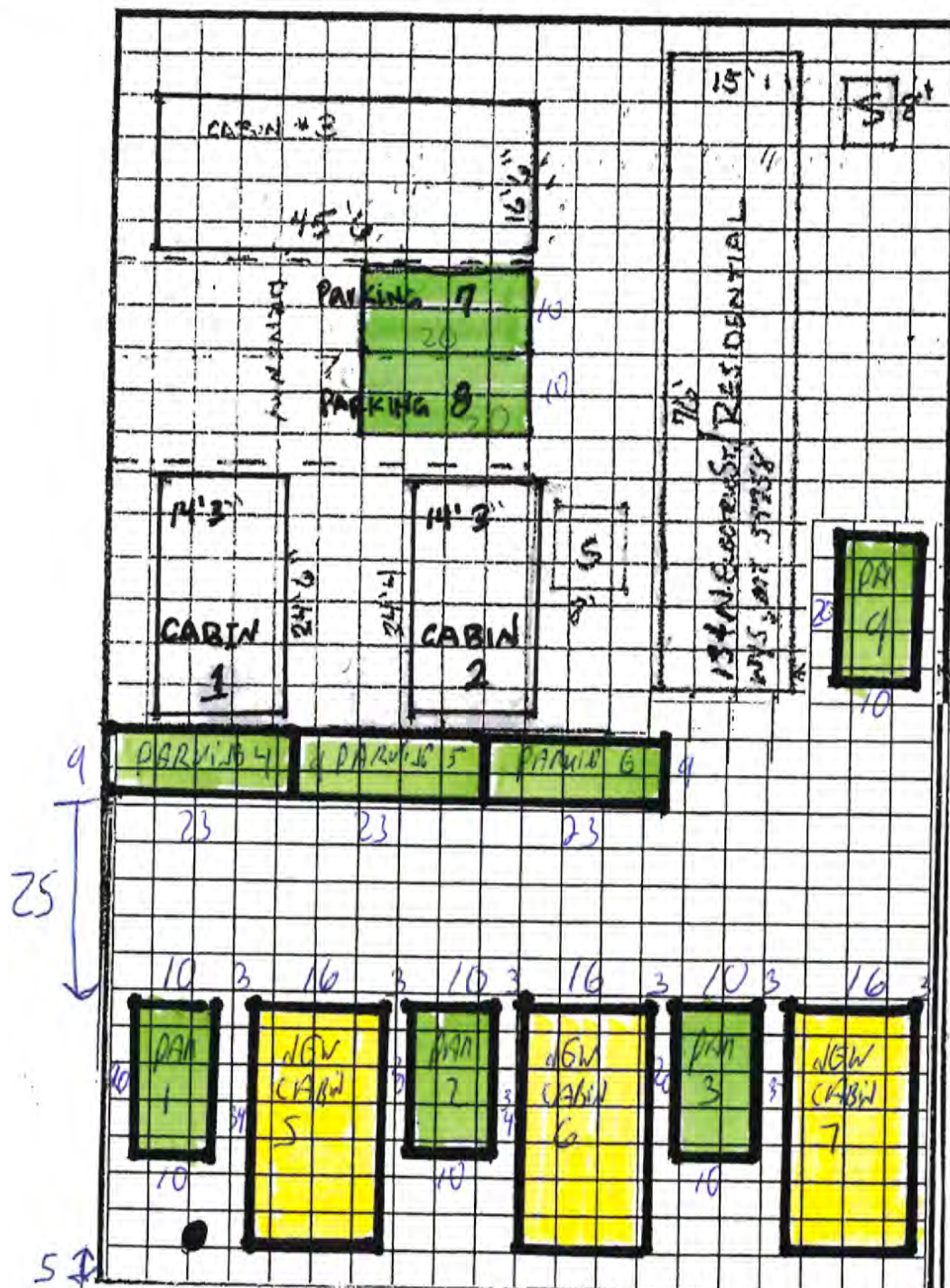
Site Plan

Business Name: SEEK, LLC DBA= GoGo Espresso

Business Owner: TITA Nicklas & CHRIS MORRIS

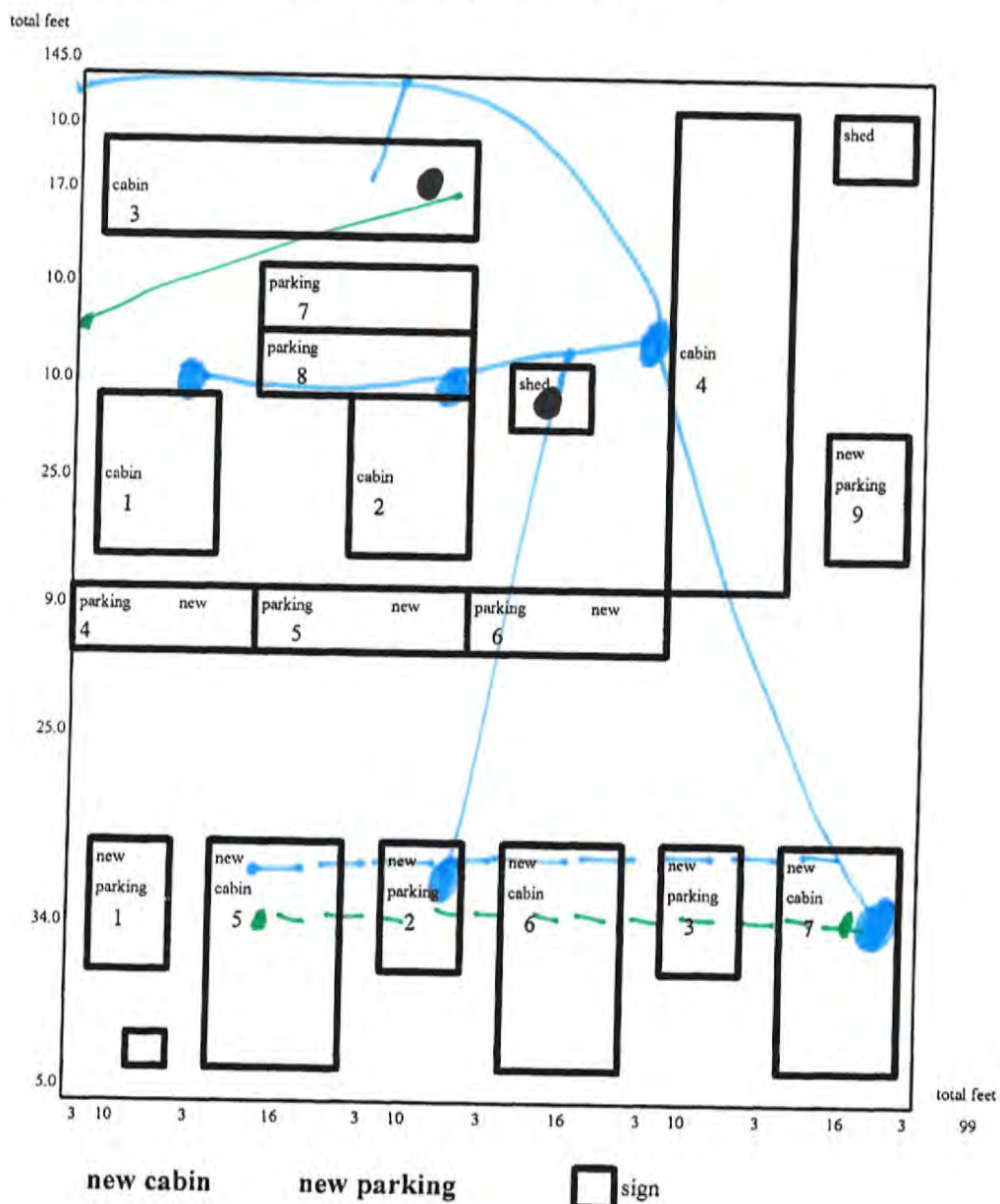
Business Street Address: 302 FIREHOLE AVE, 132/134 ELECTRIC ST, WVS, MT 59758
Block: 18 Lot: 1 Subdivision: 7

Block: 18 Lot: 1 Subdivision: 7



Scale: 1 inch = 20 feet 1 square = 5 feet by 5 feet

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



SEWER —
SEWER NEW — — —
clean out ●
WATER. —
WATER NEW. — — —
METER. ●

Application for Zoning Permit

A Zoning Permit is required for all new construction, additions, renovations, relocation of a structure, or erection of a fence within Town limits. Submit this application and all required information to the Town Offices. Fees shall be paid according to the current schedule - contact Town Offices for fee information.

APPLICANT(S) owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent:

Name: MARK DEIFT / 25 YELLOWSTONE AV LLC Phone: 954 448 9413

Mailing Address: 25 YELLOWSTONE AVE City/State/Zip: WEST YELLOWSTONE, MT 59758

Email: MARK@DEIFT.NET

OWNER OF RECORD (If different from Applicant):

Name: TITA NICKLAS Phone: 406 641 0945

Mailing Address: 302 FIREHOLE AVE City/State/Zip: WEST YELLOWSTONE, MT 59758

Email: titamtx@gmail.com

LEGAL DESCRIPTION OF PROPERTY: the land or building that the petition is applicable to for this property owner/applicant:

Street Address: 132 ELECTRIC ST Subdivision: _____

Block: 18 Lot: 1 Lot Size and Dimensions: 15,000 ☐ Acres ☒ Square Feet

USE AND OCCUPANCY:

What is the current use of the building or property? (list all)

NIGHTLY RENTALS, COFFEE SHOP

Is this building or property mixed use? ☒ YES ☐ NO

If more than one use, please describe: _____

What is the occupant load? _____ Number of parking spots on site? 9 plus 1 paid street parking

Number of buildings (Dwelling Units): 5 Number of Bedrooms (Sleeping Units): 7

ATTACHMENTS: Please attach the following:

Detailed site plan showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions, easements, private wells and parking spaces available. A detailed description of the project which must include a legal description of the property lot upon which the construction, addition, relocation of a structure, remodel or erection of fence will take place. Additional plans may be required by the Town of West Yellowstone.

A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate application is available from the Town Office.

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

Project Description

Please provide a detailed description of the current and proposed project. Indicate whether the project involves new construction or the remodel or expansion of an existing structure. If there are existing structures, businesses, or uses currently located on the property, please include a description of those as well.

Current:

on the property, there are four nightly Rentals,
one drive-through Coffee Shop and two Large Sheds.

Proposed:

Removal of the Coffee Shop and the two Sheds
And replace them with three additional nightly
rentals.

The new nightly rentals are the park model.
An approved product by the STATE OF MONTANA.
It was verified with the town Fire Chief.

Summary - -

Existing

Cabins # 1,2,3,4 / Parking # 7,8 / 1 street parking (purchased) ,2 sheds

Proposed New

Cabins # 5,6,7 16'x34' ea.

Parking # 1,2,3,9 10'x20' ea.

Parking # 4,5,6 9'x23' ea.

Required parking

7 units x 1.075 spaces per unit = **7.525**

Available parking 9 + 1 street parking (purchased)
TOTAL 10 SPACES



I hereby certify that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued. *West Yellowstone Municipal Code 1.12.020*

Applicant Signature _____ Date _____

****For Appeals and Variances please refer to Chapter 17.50 of the West Yellowstone Municipal Code****



June 24, 2026

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

RE: Proposed Addition of 3 Nightly Rentals at 132 Electric

Dear Development Team Members:

This letter is to provide comments from the DRG meeting held on June 17th, 2026. Below you will find a summary of each Departments comments. Comments can be addressed through updates to the site plan, narrative sections, or other relevant information. We request that you address any comments that you can and resubmit the application to the Town of West Yellowstone. We will subsequently review the re-submitted application package and inform you of next steps.

PUBLIC WORKS AND ENGINEERING

1. Transportation
 - a. Two existing approaches off Fire Hole Ave. to be properly abandoned.
 - b. A new Town standard approach is required for the southern driveway off Electric St.
2. Water
 - a. Due to the complexity of this site, a survey of the project is required showing all water mains and services on the site.
3. Sewer
 - a. Due to the complexity of this site, a survey of the project is required showing all sewer mains and services on the site.
4. Fees
 - a. Connection fees will be determined by the Town based on meter size and SFEs if/when approved by council.

ADMINISTRATION AND TOWN COUNCIL

5. Agrees with other department comments. Answering other department comments satisfies the requirements of the Administration Department.

FIRE DEPARTMENT

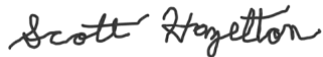
6. The proposed Cabin Number 7 will be required to be fire-proofed to the satisfaction of the Hebgen Basin Fire District along the exterior property side.

PLANNING

7. The applicant shall abide by the requirements of the B-4 District, Off-Street Parking, Off-Street Loading, and other relevant sections of the West Yellowstone Municipal Code.
 - a. The applicant's initial site plan does not provide full dimensions for the parking spaces and a scaled site plan must be submitted showing full measurements.
8. The applicant shall receive a state of Montana building permit.
9. The applicant shall provide a copy of the stamped plans once approved by the state.

If you have any questions, please contact me at shazelton@sunflowerpeakplanning.com or 406-475-2969.

Respectfully,



Scott Hazelton, AICP, CFM

406-475-2969

Sunflower Peak Planning

shazelton@sunflowerpeakplanning.com



Staff Report

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

TOWN COUNCIL

<u>Report Date:</u>	July 29, 2026
<u>Meeting Date:</u>	July 29th, 2026
<u>Petitioner(s):</u>	Nick Van Antwerp on behalf of Yellowstone Explorer Inc.
<u>Staff:</u>	Scott Hazelton AICP, CFM
<u>Zoning:</u>	B-4 Central Business District
<u>Address:</u>	101 Grizzly Ave. West Yellowstone, MT 59758
<u>Legal Description:</u>	GRIZZLY PARK ADD PH 2, S34, T13 S, R05 E, BLOCK 2, Lot 5, ACRES 0.992, PLAT J-194
<u>Assessor Code(s):</u>	00RRG32666
<u>Geocode(s):</u>	06-0062-34-3-78-22-0000
<u>Submitted Materials:</u>	Application, Site Plan, and Narrative

OVERVIEW

The petitioner, Nick Van Antwerp on behalf of Yellowstone Explorer Inc., seeks approval of a commercial zoning permit. The applicant is proposing to place a clubhouse building on the site. The property is a corner lot with adequate access. The applicant will need to ensure that all safety and health codes are met.

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

This application is for a zoning permit to allow for the property to construct a clubhouse building for the existing cabin rental use.

EVALUATION

Staff provides their evaluation of the zoning code requirements in the B-4 District. The applicant's site plan complies with the following.

17.22.020 Permitted uses.

Clubhouses are a permitted use as an accessory structure to the hotel and motel use.

17.22.040 Lot area and width.

The lot area and width have been met by this application.

17.22.050 Coverage.

The application meets the criteria of lot coverage.

17.22.060 Yards.

The setbacks on the proposal have been met.

17.22.070 Corner lots.

This lot is considered a corner lot. The requirements of the Town have been met.

17.22.080 Yard encroachments.

The site plan as submitted meets the yard encroachment requirements.

17.22.090 Building height.

The applicant meets the height requirements of the zoning district

17.22.100 Off-street parking.

The project appears to have submitted sufficient parking based on the site plan and was reviewed by the DRG.

17.22.110 Off-street loading.

There is no requirement for off street loading with this application.

17.22.120 Visibility at intersections.

Staff finds that the property has adequate visibility at the intersection.

17.22.130 Outdoor lighting.

An appropriate condition of approval number 8 has been provided by staff.

17.22.140 Signs.

The applicant must submit for any proposed signage and an appropriate condition of approval has been provided by staff. This requirement is provided in condition of approval number 7.

17.22.150 Fences, walls, and hedges.

The applicant is not proposing any fences, walls, or hedges.

17.22.160 Curb cuts.

The submitted site plan conforms to this requirement. The applicant is not proposing any curb cuts for the property.

FINDINGS

Staff has determined that the submitted application requires additional information that will be reviewed by the Town of West Yellowstone. The West Yellowstone Planning Board made an unanimous recommendation to the Town Council to APPROVE the project at 101 Grizzly Ave.

RECOMMENDATION

Staff and the Planning Board makes a positive recommendation to the Town Council. The Planning Board evaluated the site plan for compliance with the B-4 Zoning District. Town Staff has included additional review and conditions involving items of the project outside of the Planning Board's review. The Town Council should include appropriate conditions to mitigate any circumstances that Staff, the Planning Board, and the Town Council have identified during their review of the request. Staff and the Planning Board suggests the following conditions for the Town Council to initially consider:

1. The applicant shall abide by all representations made by the applicant, either through testimony or materials submitted in the application and hearing process, unless the governing body deems otherwise.
2. The applicant secures all appropriate approvals and inspections from the appropriate agencies prior to occupying the space.
3. That the applicant abides by all easements or other regulations between public or private parties that are present on the parcel at the time of submission.
4. That prior to occupancy the applicant receives a valid business license from the Town of West Yellowstone.
5. That the applicant addresses any sewer and water concerns that could impact human health or safety.
6. That the applicant provide to the Town of West Yellowstone Public Works Department as-built drawings prior to occupancy.

7. That the applicant provide plans for any and all signage to be reviewed by the Town of West Yellowstone.
8. That any lighting be placed in conformance with 17.22.130 of the WYMC.
9. The applicant shall pay any required connection fee based on meter size and payments for the SFEs required to serve the property.
10. The applicant is responsible for ensuring the design of the building meets the Americans with Disability Acts requirements for access.
11. The applicant shall receive a State of Montana Building Permit.
12. The applicant shall submit a copy of the stamped plans to the Town of West Yellowstone.

SAMPLE MOTIONS

Staff has provided sample motions for the Town of West Yellowstone Town Council below. The Town Council may utilize this language in making the motion for their decision regarding the application but should include the Council's findings, any amendments to the conditions presented by staff, and/or adding additional conditions to the applicants proposal that promote health, safety, or general welfare of the public.

SAMPLE MOTION FOR APPROVAL WITH NO AMENDMENTS TO ANY CONDITION OF APPROVAL

I move to approve the 101 Grizzly Ave. Commercial Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the Zoning Permit meets the conditions of the B-4 District and other relevant sections of the Town Code. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for the 101 Grizzly Ave. Commercial Zoning Permit.

SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL

I move to approve the 101 Grizzly Ave. Commercial Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the site plan submitted is in compliance with the conditions of the B-4 District. I move to adopt the conditions of approval presented in the staff report and amend condition of approval number (Number of the Condition to be Amended) to read as stated (state the proposed change) and adopt the staff evaluation and findings presented for the 101 Grizzly Ave. Commercial Zoning Permit.

SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL

I move to approve the 101 Grizzly Ave. Commercial Zoning Permit finding that the proposed development is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that the site plan complies with the B-4 District. I move to adopt the conditions of approval presented in the staff report and remove condition of approval number (Number of the Condition to be Removed) and adopt the staff evaluation and findings presented for the 101 Grizzly Ave. Commercial Zoning Permit.



Scott Hazelton AICP, CFM
Owner, Sunflower Peak Planning
406-475-2969
shazelton@sunflowerpeakplanning.com

7/29/2026
Date



Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795
info@westyellowstone.gov

ZONING PERMIT PROCESS-COMMERCIAL

APPLICATION SUBMISSION

The Administration Department will receive all zoning permit applications. Applications may be submitted by dropping them off at Town Hall or by emailing them to info@westyellowstone.gov

APPLICATION REQUIREMENTS

A completed zoning permit application must include the following items:

- a. A completed zoning permit application form.
- b. All supporting documents provided in a digital format acceptable to the Town.
- c. The applicable application fee:

APPLICATION REVIEW FOR COMPLETENESS

The Administration Department will review the application to ensure it is complete. If the application is complete, a member of the Administration Department staff will sign and date the application certifying that a completed application has been submitted.

COMMERCIAL APPLICATIONS

Commercial applications will be reviewed by the Town and professional consultants.

For commercial applications, including nightly rentals and apartment developments, please refer to the attached document titled “**Commercial Site Plan Review.**” This document outlines the additional requirements and materials needed for commercial project review.

The DRG typically meets on the first and third Thursday of each month at 11:00am at The Town Hall and virtually.

PERMITS AND INSPECTIONS

These permits are obtained through the State of Montana Department of Labor and are subject to separate fee schedules. Applicants must provide proof of state building permit and obtain a Town of West Yellowstone Business License.

RECORD RETENTION

Original documents will be retained by the Administration Department.

Projects located within a subdivision may be subject to specific covenants, conditions, or restrictions. Approval of a zoning permit by the Town does not constitute approval from the Madison Addition Homeowners Association and the Madison Addition Architectural Committee and Grizzly Park Architectural Committee. Applicants are solely responsible for obtaining any required approvals from the applicable homeowner's association or architectural committee.

Application for Zoning Permit

A Zoning Permit is required for all new construction, additions, renovations, relocation of a structure, or erection of a fence within Town limits. Submit this application and all required information to the Town Offices.

Fees shall be paid according to the current schedule - contact Town Offices for fee information.

APPLICANT(S) owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent:

Name: _____ Phone: _____

Mailing Address: _____ City/State/Zip: _____

Email: _____

OWNER OF RECORD (If different from Applicant):

Name: _____ Phone: _____

Mailing Address: _____ City/State/Zip: _____

Email: _____

LEGAL DESCRIPTION OF PROPERTY: the land or building that the petition is applicable to for this property owner/applicant:

Street Address: _____ Subdivision: _____

Block: _____ Lot: _____ Lot Size and Dimensions: _____ ☐ Acres ☐ Square Feet

USE AND OCCUPANCY:

What is the current use of the building or property? (list all)

Is this building or property mixed use? ☐ YES ☐ NO

If more than one use, please describe: _____

What is the occupant load? _____ Number of parking spots on site? _____

Number of buildings (Dwelling Units): _____ Number of Bedrooms (Sleeping Units): _____

ATTACHMENTS: Please attach the following:

Detailed site plan showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions, easements, private wells and parking spaces available. A detailed description of the project which must include a legal description of the property lot upon which the construction, addition, relocation of a structure, remodel or erection of fence will take place. Additional plans may be required by the Town of West Yellowstone.

A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate application is available from the Town Office.

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

Project Description

Please provide a detailed description of the current and proposed project. Indicate whether the project involves new construction or the remodel or expansion of an existing structure. If there are existing structures, businesses, or uses currently located on the property, please include a description of those as well.

This project is seeking zoning approval for a 1,440-square-foot check-in “clubhouse” at the existing Explore Cabin property located at 101 Grizzly Ave, on the corner of Grizzly Ave and S. Canyon Street. The new structure will add no new sleeping units to the hospitality function of the project. 3 new off street parking spaces are provided. THE proposed new structure will utilize the existing trash facilities. The new building will feature a lounge, check-in area, retail component, restroom, and mechanical space. The building will be a single-story structure of Type V-B construction, non-sprinklered, with three egress exits. The design utilizes traditional timber framing elements, including purlins and exposed timber columns and beams, to create a simple gable form. The building will be clad in dark wood siding with a stone skirt, and the roof will be a standing seam metal assembly. The exterior walls will include continuous mineral wool insulation, and the roof will incorporate continuous rigid insulation to meet assembly requirements.

[illegible]

I hereby certify that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued. *West Yellowstone Municipal Code 1.12.020*

Applicant Signature

Date

Applicant Signature

Date

Property Owner Signature if Different than Applicant

Date

For Appeals and Variances please refer to Chapter 17.50 of the West Yellowstone Municipal Code

Notes/Conditions:

DRG _____

Planning Board _____

Town Council _____

OFFICE USE ONLY

Date: _____ Received by: _____

Fee: _____ ☐ Card ☐ Cash ☐ Check #: _____

Zoning Permit #: _____ ☐ Capacity Letter issued Date: _____

Commercial Site Plan Review

Application Review

The Administration Department will review the zoning permit application to ensure it is complete. Once determined complete, a member of the Administration Department will sign and date the application certifying that a complete application has been received. The following is a list of required plans or information required for a commercial site plan. The applicant shall submit each of the following. If the applicant feels that there are items that do not apply to their project from the list below they may explain in a narrative subject to DRG review.

☐ Drainage Plan	☐ Stormwater	☐ Emergency Access Plan	☐ Fencing
☐ Snow Storage	☐ Parking & Loading	☐ Trash	☐ Water/Sewer
☐ Lighting Plan	☐ Landscaping Plan	☐ Fire Suppression	☐ Egress and Ingress/Access
☐ Traffic Plan	☐ Signage		

DRG Distribution

The Administration Department will transmit the site plan, zoning permit application, and all required supporting documents (see Commercial Site Plan Checklist) to the Development Review Group (DRG).

Engineering & DRG Review

The Town will submit the application and materials to the Town's engineering firm for review. The Administration Department will place the project on the agenda for the next DRG meeting. The applicant and/or their architect or engineer may attend or be available by phone to answer questions.

DRG Comments

The DRG will provide a list of concerns, requested revisions, or questions. The Administration Department will send these comments to the applicant. If approved by the DRG, the project will proceed to the Planning Board.

Revisions (if required)

Any additional information or revisions requested by the DRG must be submitted to the Administration Department and will be reviewed at the next DRG meeting. This process may be repeated until DRG makes a final recommendation.

Planning Board Review

Following DRG approval, the Administration Department will forward the project to the Town Clerk to schedule Planning Board review within ten (10) business days. The Town Clerk will coordinate meeting scheduling, public notice, and distribution of materials.

Planning Board Recommendation

The Planning Board will review the project at a scheduled meeting. The applicant or their representative may attend. The Planning Board will forward a recommendation for or against to the Town Council.

Town Council Decision

The Town Council may:

- a) Approve the project;
- b) Approve with conditions;
- c) Deny the project; or
- d) Table the decision pending additional information.

Permit Issuance

The Administration Department will notify the applicant of the Council's decision and issue a zoning permit if approved. A copy will be sent to the State Building Inspection Department. The Administration Department will also assist with coordination of required state permits, DEQ documentation, water and sewer connections, and fire department inspections.

CONSTRUCTION NOTES

1. THE CONTRACTOR SHALL REFER TO BUILDING PLANS FOR LOCATION AND DIMENSIONS OF SLOPED PAVING, EXIT PORCHES, TRUCK DOCKS, BUILDING DIMENSIONS, BUILDING ENTRANCE LOCATIONS, TOTAL NUMBER, LOCATIONS AND SIZES OF ROOF DOWNSPOUTS.
2. ALL TRAFFIC CONTROL SIGNS SHALL BE FABRICATED AS SHOWN IN THE NATIONAL MANUAL ON UNIFORM CONTROL DEVICES FOR STREETS AND HIGHWAYS EXCEPT AS NOTED ON THE PLANS.
3. ALL CURB RADII SHOWN ARE TO FACE OF CURB.
4. ALL PAVING DIMENSIONS ARE TO FACE OF CURB, WHERE APPLICABLE, UNLESS OTHERWISE NOTED.
5. ALL COORDINATES SHOWN ARE TO FACE OF CURB OR OUTSIDE OF WALL.
6. THE CONTRACTOR SHALL MATCH EXISTING PAVEMENT IN GRADE AND ALIGNMENT.
7. THE CONTRACTOR SHALL MATCH EXISTING CURB AND GUTTER IN GRADE, SIZE, TYPE AND ALIGNMENT AT ADJACENT ROADWAYS, UNLESS OTHERWISE NOTED.
8. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRS OF DAMAGE TO ANY EXISTING IMPROVEMENTS DURING CONSTRUCTION, SUCH AS, BUT NOT LIMITED TO, DRAINAGE, UTILITIES, PAVEMENT, STRIPING, CURB, ETC. REPAIRS SHALL BE EQUAL TO OR BETTER THAN EXISTING CONDITIONS.
9. ALL WORK ON THIS PLAN SHALL BE DONE IN STRICT ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

PAVING NOTES

1. PAVEMENT SHALL BE PLACED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
2. PAVEMENT SECTION RECOMMENDATIONS WERE TAKEN FROM THE GEOTECHNICAL REPORT.

WATER NOTES

1. UNLESS OTHERWISE NOTED, ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE CURRENT MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 7TH EDITION, APRIL 2021, & ADDENDUMS, TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS, JANUARY 2026 EDITION.
2. UNLESS OTHERWISE SPECIFIED, WATER LINES SHALL BE PVC C900 IN CONFORMANCE WITH AWWA C900. ALL SERVICES AND CONNECTIONS SHALL BE HDPE WITH A PRESSURE RATING OF 200 PSI AND CONFORM TO THE MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 7TH EDITION, APRIL 2021, & ADDENDUMS, TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS, JANUARY 2026 EDITION.
3. THE CONTRACTOR SHALL SUPPLY ALL NECESSARY FITTINGS, COUPLING, AND SPOOL PIECES FOR CONNECTING NEW UTILITIES TO EXISTING UTILITIES. THESE PLANS MAY NOT SHOW ALL REQUIRED COMPONENTS FOR MAKING THE CONNECTIONS.
4. THE MINIMUM DEPTH OF BURY TO THE TOP OF PIPE FOR WATER LINES IS 7.0 FT. WHERE AT LEAST 7.0 FT OF COVER CANNOT BE MAINTAINED, INSTALL RIGID INSULATION BOARD ABOVE PIPING PER TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS.
5. THE CONTRACTOR MUST ENSURE THAT A MINIMUM OF 10 FEET (OUTSIDE PIPE WALL TO OUTSIDE PIPE WALL) OF CLEARANCE IS MAINTAINED ON THE HORIZONTAL PLANE BETWEEN ALL WATER AND SEWER MAINS. ADDITIONALLY, THE CONTRACTOR MUST ALSO ENSURE THAT 18 INCHES OF VERTICAL CLEARANCE IS MAINTAINED BETWEEN WATER AND SEWER MAINS THAT CROSS. IMMEDIATELY NOTIFY ENGINEER OF CONFLICTS. PROVIDE AS BUILT LOCATIONS FOR ALL FIXTURES.
6. LOCATIONS OF FITTINGS, BENDS, VALVES, AND OTHER APPURTENANCE ARE APPROXIMATE. PROVIDE ADEQUATE SPACING BETWEEN FIXTURES TO MAINTAIN PIPE INTEGRITY. PROVIDE AS BUILT LOCATIONS FOR ALL FIXTURES.
7. ANY EXISTING OR NEW VALVES THAT CONTROL THE TOWN OF WEST YELLOWSTONE WATER SUPPLY SHALL BE OPERATED BY CITY PERSONNEL ONLY.
8. PRESSURE TEST AND DISINFECT ALL WATER LINES IN ACCORDANCE WITH THE MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 7TH EDITION, APRIL 2021, & ADDENDUMS, TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS JANUARY 2026 EDITION AND ALL OTHER GOVERNING AGENCIES' STANDARDS.
9. ALL FITTINGS SHALL BE MECHANICAL JOINT WITH CONCRETE THRUST BLOCKS MEETING MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 7TH EDITION, APRIL 2021, & ADDENDUMS, TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS, JANUARY 2026 EDITION AND ALL OTHER GOVERNING AGENCIES' STANDARDS.
10. ALL DUCTILE IRON FITTINGS TO BE WRAPPED IN POLYWRAP.
11. PER THE CURRENT MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIREMENTS, THE CONTRACTOR SHALL HAVE THE WATER MAIN WORK (ie. CUT, GATE VALVES & PIPE INSTALLATION) INSPECTED AND TESTED PER CURRENT DEQ PROCEDURES AND OBSERVED BY A DESIGNATED OWNERS INSPECTOR.

SEWER NOTES

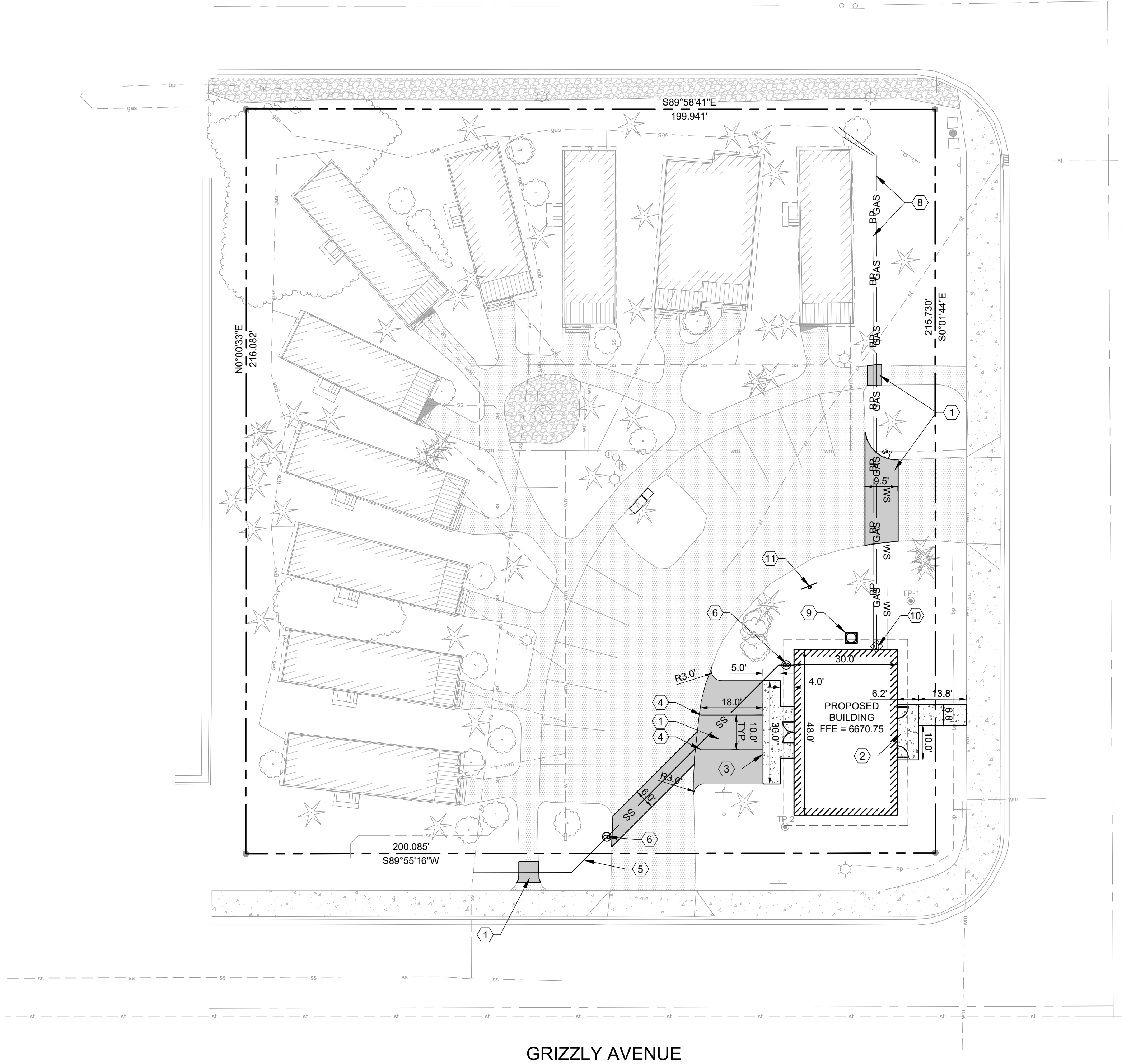
1. UNLESS OTHERWISE NOTED, ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE CURRENT MONTANA PUBLIC WORKS STANDARDS AND CURRENT TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS.
2. UNLESS OTHERWISE SPECIFIED, SANITARY SEWER PIPE SHALL BE PVC IN CONFORMANCE WITH ASTM D-3034, SDR 26. ALL SERVICES AND CONNECTIONS SHALL CONFORM TO THE CURRENT MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS AND CURRENT TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS.
3. ALL PIPES SHALL BE BEDDED WITH TYPE 1 BEDDING PER CURRENT MPWSS & ANY APPLICABLE TOWN OF WEST YELLOWSTONE DESIGN STANDARDS AND SPECIFICATIONS.
4. PER CURRENT MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIREMENTS, THE CONTRACTOR SHALL HAVE THE SEWER WORK INSPECTED AND TESTED PER DEQ PROCEDURES AND OBSERVED BY A DESIGNATED OWNERS INSPECTOR. MANHOLE TESTING SHALL BE PERFORMED PRIOR TO FINAL SURFACE RESTORATION.
5. CONTRACTOR SHALL SUPPLY ALL MATERIALS, EQUIPMENT AND FACILITIES REQUIRED FOR TESTING ALL UTILITY PIPES IN ACCORDANCE WITH MPWSS & TOWN OF WEST YELLOWSTONE SPECIFICATIONS. COST OF ALL TESTING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
6. SANITARY SEWER PIPE AND MANHOLES SHALL BE TESTED FOR LEAKAGE PER CURRENT MONTANA PUBLIC WORK STANDARDS AND ANY APPLICABLE TOWN OF WEST YELLOWSTONE STANDARDS.
7. AT THE DISCRETION OF THE ENGINEER, THE CONTRACTOR SHALL CONDUCT DEFLECTION TESTING OF SANITARY SEWER PIPES BY PULLING AN APPROVED MANDREL THROUGH THE COMPLETED PIPE LINE FOLLOWING TRENCH COMPACTION. THE DIAMETER OF THE MANDREL SHALL BE 95% OF THE DESIGNED PIPE DIAMETER. TESTING SHALL BE CONDUCTED NO MORE THAN 7 DAYS AFTER THE TRENCH HAS BEEN BACKFILLED AND COMPACTED.
8. PRIOR TO MANDREL TESTING AND/OR TV INSPECTION, THE CONTRACTOR SHALL FLUSH AND CLEAN ALL SEWER PIPE AND MANHOLES.
9. CONTRACTOR SHALL FIELD VERIFY LINE AND GRADE OF ANY EXISTING AND PROPOSED UTILITY.

DRY UTILITY NOTES

1. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING THE INSTALLATION OF ALL "DRY" UTILITIES (ELECTRIC, GAS, TELEPHONE) WITH SERVICE PROVIDERS.
2. REFER TO ELECTRICAL PLANS FOR ADDITIONAL CONDUIT AND SITE LIGHTING REQUIREMENTS.
3. REFER TO LANDSCAPE PLANS FOR IRRIGATION CONDUIT.
4. THE CONTRACTOR IS RESPONSIBLE TO CALL 1-800-424-5555 (OR 811) AT LEAST 2 WORKING DAYS PRIOR TO ANY EARTH DISTURBING ACTIVITIES OR UTILITY EXCAVATIONS.

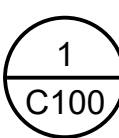
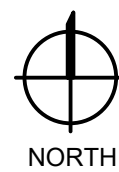
SHEET NOTES

1. ALL CURB RADII SHOWN ARE TO FACE OF CURB.
2. ALL PAVING DIMENSIONS ARE TO FACE OF CURB, WHERE APPLICABLE.
3. ALL WORK ON THIS PLAN SHALL BE DONE IN STRICT ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
4. CONTRACTOR TO NOTIFY ENGINEER UPON ANY DISCREPANCIES.
5. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRS OF DAMAGE TO ANY EXISTING IMPROVEMENTS DURING CONSTRUCTION, SUCH AS, BUT NOT LIMITED TO, DRAINAGE, UTILITIES, PAVEMENT.

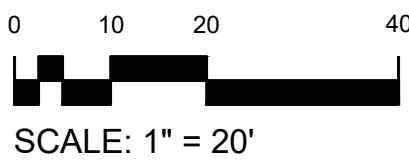


KEY NOTES

1. PROPOSED ASPHALT PAVEMENT. SEE DETAIL 1/C400.
2. PROPOSED CONCRETE SIDEWALK. SEE DETAIL 2/C400.
3. PROPOSED THICKENED EDGE SIDEWALK. SEE DETAIL 3/C400.
4. PROPOSED 4" WHITE PARKING STRIPING.
5. PROPOSED 118 LF OF 4" SDR 26 PVC SEWER SERVICE, MIN 2% GRADE. INVERT ELEVATION AT BUILDING = 6666.75. CONNECT TO EXISTING SEWER SERVICE WITH 4" INSERTA TEE OR APPROVED EQUAL.
6. PROPOSED 4" CLEANOUT TO GRADE. SEE DETAIL 5/C400.
7. PROPOSED 58 LF OF 1" CLASS 200 HDPE WATER SERVICE, MIN 7" BURY DEPTH. CONNECTION TO EXISTING WATER SERVICE WITH NEW CORP STOP AND CURB STOP TO GRADE.
8. APPROXIMATE GAS AND ELECTRICAL SERVICE ROUTING. COORDINATE FINAL ROUTING AND CONNECTION WITH UTILITY PROVIDER.
9. PROPOSED MECHANICAL EQUIPMENT, SEE MECH PLANS.
10. PROPOSED GAS METER, SEE MECH PLANS AND COORDINATE WITH UTILITY PROVIDER.
11. PROPOSED RELOCATED PET WASTE STATION, COORDINATE LOCATION WITH OWNER.



SITE & UTILITY PLAN

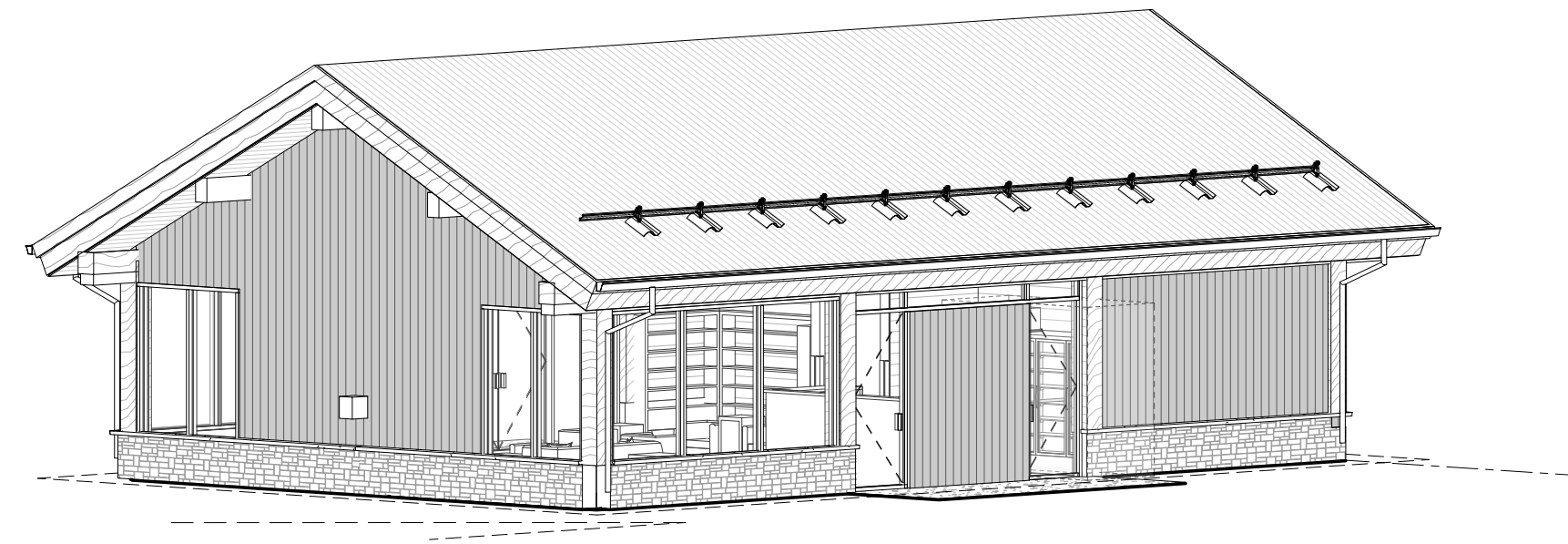


06.03.2026

ZONING SUBMISSION
DELAWARE NORTH

EXPLORE CABINS CLUB HOUSE - WEST YELLOWSTONE

NOT FOR CONSTRUCTION



FOR VISUALIZATION PURPOSES ONLY

OWNER

Deleware North
250 Delaware Avenue
Buffalo, NY 14202
716.858.5000

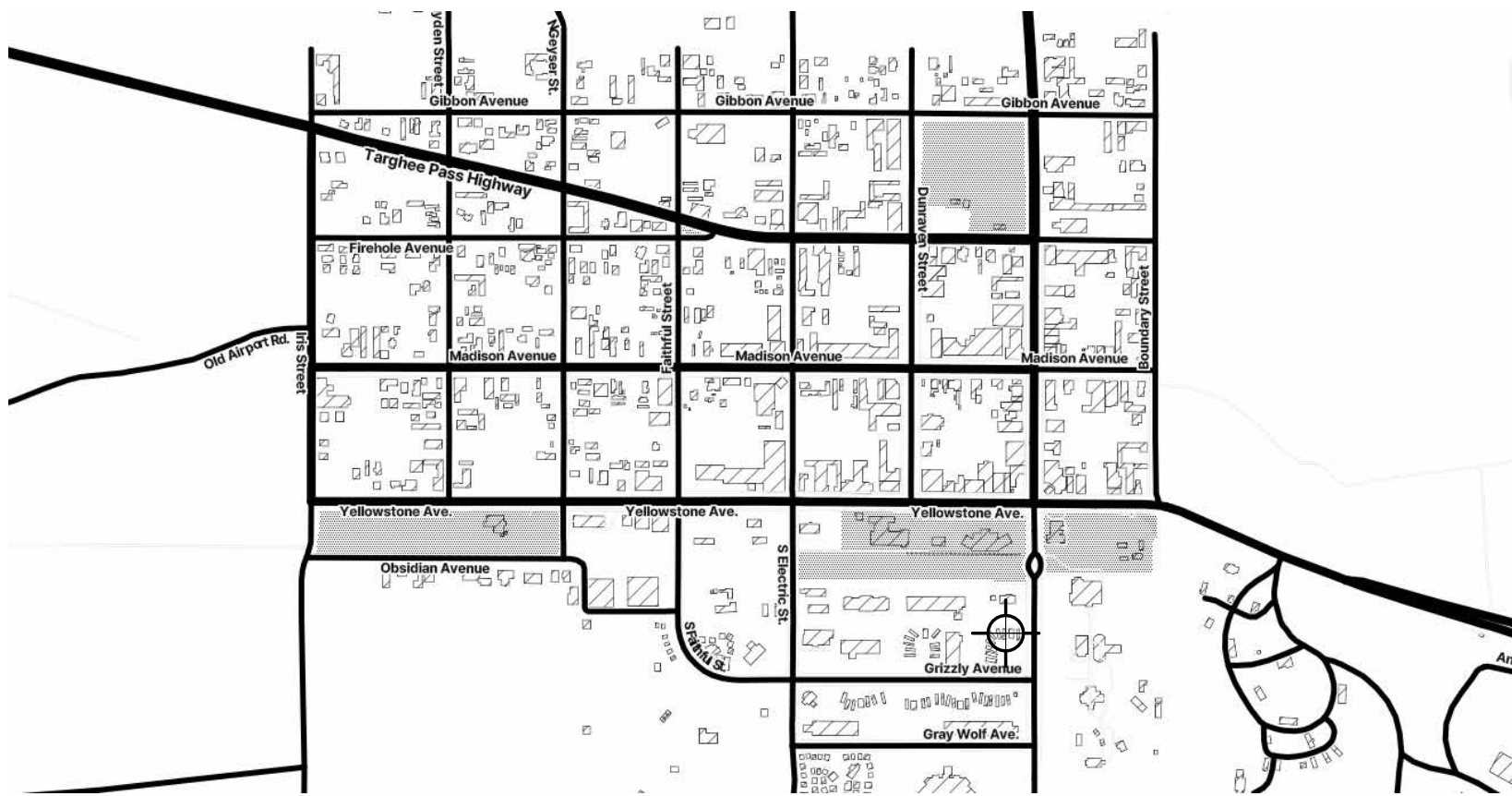
ARCHITECT/ENGINEER

Cushing Terrell
411 E Main St. #101
Bozeman, MT 59715
406.248.7455
Contact: Nick Van Antwerp

PROJECT ADDRESS

101 GRIZZLY AVE
WEST YELLOWSTONE, MT 59758

VICINITY MAP: Locator



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C200 GRADING PLAN
C400 CIVIL DETAILS

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G100 CODE PLANS, ZONING REVIEW, ACCESSIBILITY DIAGRAMS AND DETAILS
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FIRST M. LAST 2
06.03.2026ARCHTIECTURE
NICHOLAS VAN ANTWERP
06.03.2026

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

ZONING SUBMISSION
DELAWARE NORTH

EXPLORE CABINS CLUB HOUSE - WEST YELLOWSTONE

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NOT FOR
CONSTRUCTION06.03.2026
PROJ# | EXPCABIN_YLWSTN
DESIGNED BY | VAN ANTWERP
DRAWN BY | WILLIAMS
REVIEWED BY | VAN ANTWERP
REVISIONSCOVER SHEET,
GENERAL
INFORMATION

G001



June 24, 2026

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

RE: Proposed Addition of a clubhouse/check in area at 101 Grizzly Avenue

Dear Development Team Members:

This letter is to provide comments from the DRG meeting held on June 17th, 2026. Below you will find a summary of each Departments comments. Comments can be addressed through updates to the site plan, narrative sections, or other relevant information. We request that you address any comments that you can and resubmit the application to the Town of West Yellowstone. We will subsequently review the re-submitted application package and inform you of next steps.

PUBLIC WORKS AND ENGINEERING

1. Transportation
 - a. ADA compliance is the responsibility of the developer/engineer.
2. Water
 - a. The applicant shall submit a site plan showing all water lines and connections on the property.
 - b. Plans to show meter pit, new water service needs to be on property side of meter.
 - c. Engineer to provide water meter size and service size calculations
 - d. The Town does not maintain the water system beyond the meter.
 - e. The Town shall be notified when the water line is in place and shall inspect the line prior to backfilling
 - f. The water curb stop should be located further away from the driving surface to prevent damage from traffic or plows.

3. Sewer

- a. The applicant shall submit a site plan showing all sewer lines and connections on the property.
- b. The sewer service shall be relocated to the north and connect into the sewer main a minimum of 10 feet north of the right-of-way line.
- c. The Town does not maintain the sewer system outside of the right-of-way.
- d. A grease trap is required.

4. Fees

- a. Connection fees will be determined by the Town based on meter size and SFEs.

5. General

- a. A survey showing existing utilities shall be submitted to the Town for their review.

ADMINISTRATION, TOWN COUNCIL, AND FIRE DEPARTMENT

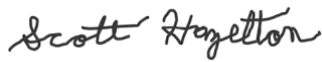
- 6. Agrees with other department comments. Answering other department comments satisfies the requirements of the other listed Departments.

PLANNING

- 7. The applicant shall receive a state of Montana building permit.
- 8. The applicant shall provide a copy of the stamped plans once approved by the state.

If you have any questions, please contact me at shazelton@sunflowerpeakplanning.com or 406-475-2969.

Respectfully,



Scott Hazelton, AICP, CFM

406-475-2969

Sunflower Peak Planning

shazelton@sunflowerpeakplanning.com



July 24, 2026

Brittany White
Town of West Yellowstone

Dear Brittany,

Hello thank you for the comments. Below please find the original questions, our response and where the information can be found. Attached please find all referenced sheets showing location of inquired information.

PUBLIC WORKS AND ENGINEERING

1. Transportation

- a. ADA compliance is the responsibility of the developer/engineer.
- **the architect will ensure all applicable accessibility standards will be met**

2. Water

- a. The applicant shall submit a site plan showing all water lines and connections on the property.
Water lines
- **Please see C100 for location of water line noted as SW, also see keynote 7 for description of water line**
- b. Plans to show meter pit, new water service needs to be on property side of meter.
- **See sheet C100 keynote 12 for location of water meter**
- c. Engineer to provide water meter size and service size calculations
- **See sheet P001 for meter sizing under "water calculations"**
- d. The Town does not maintain the water system beyond the meter.
- **Understood owner will maintain line from meter**
- e. The Town shall be notified when the water line is in place and shall inspect the line prior to backfilling
- **Contractor to notify city prior to back fill, see note on sheet C100**
- f. The water curb stop should be located further away from the driving surface to prevent damage from traffic or plows.
- **See sheet C100 for revised water location re located as far as feasible**

3. Sewer

- a. The applicant shall submit a site plan showing all sewer lines and connections on the property.
-Please see sheet C100 for location of sanitary sewer labeled as SS
- b. The sewer service shall be relocated to the north and connect into the sewer main a minimum of 10 feet north of the right-of-way line.
-Please see sheet C100 for revised of sanitary sewer. The sewer service has been moved north to remain within the owner's property
- c. The Town does not maintain the sewer system outside of the right-of-way.
-Understood owner will maintain line inside of the public right of way
- d. A grease trap is required.
-grease trap will be provided under the counter of the "Grab and Go" area see sheet P100 for location

4. Fees

- a. Connection fees will be determined by the Town based on meter size and SFEs.
-Understood, fees to be paid once assessed

5. General

- a. A survey showing existing utilities shall be submitted to the Town for their review.
- Please see C100 noting location of Water service (WS), Buried Power(BP) and Gas

ADMINISTRATION, TOWN COUNCIL, AND FIRE DEPARTMENT

- 6. Agrees with other department comments. Answering other department comments satisfies the requirements of the other listed Departments.
-No action needed

PLANNING

- 7. The applicant shall receive a state of Montana building permit.
-Upon final approval from the Town of West Yellowstone's planning and town council board Architect will submit to the state for a building permit
- 8. The applicant shall provide a copy of the stamped plans once approved by the state.
- Final stamped plans will be provided to the Town of West Yellowstone

Thank you,



Town Council Agenda Item Summary Report

Meeting Date: August 4, 2026	
Item Title: Sunflower Peak Planning Service Proposal	
Submitted By (Name/Title): Katie Thompson, Finance Director	
Discussion Only ☐	Discussion/Action ☒
Funding Source: 1000.411000.354	Budgeted ☒
Estimated Date of Completion: June 30, 2027	

Item Summary

Sunflower Peak Planning Service has proposed moving to a flat monthly fee of \$4,000/month. This includes application review, GIS, along with long range planning projects. With the subdivision regulation update, 80-acre development, and other projects the Town of West Yellowstone's staff believes this a very doable and adequate proposal.

Scott Hazelton with Sunflower Peak Planning has been helping the Town of West Yellowstone for several years now with updating zoning code, creating the Master Parks Plan, etc.

Staff Recommendation

Approve the Sunflower Peak Planning proposal for \$4,000/month for the FY2027.

Suggested Motion

I make a motion to approve the Sunflower Peak Planning proposal for \$4,000/month for FY2027.



July 31, 2026

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

Attn: Town Manager and Finance Director

RE: Planning Services for the Town of West Yellowstone

Dear Town Council Members:

This letter is to propose planning services to the Town of West Yellowstone changing the service to a flat rate fee. I am pleased to propose comprehensive, on-call planning services for the Town of West Yellowstone. The relationships I have made with Town Staff, Planning Board, and Town Council will allow us to effectively manage development in Town. I am proposing to work for the Town on a monthly fee basis.

We can provide the Town the following services at the different monthly rate:

Service Level	Services included	Rate per month
Application Review Only	This service level includes reviewing applications, generating staff reports, working with applicants, and attending Town Meetings.	\$1,900 per month.
Application Review and GIS Services	This service level includes everything from the previous level regarding application review. The added benefit here is that the Town will be able to use our GIS skills to your advantage. Proposed GIS projects include: • Application Mapper	\$2,700 a month.

	• Increased Public Information and Opportunities to Comment through Dashboards • Greater Spatial Analysis of Applications • Utility and Infrastructure Mapping • Additional projects and opportunities as requested	
Application Review, GIS Mapping, and Planning Projects	This service level includes everything from the previous two service levels regarding application review and GIS. The added benefit here is that the Town will receive long range planning projects at the monthly rate that typically requires grant funding. • Landscaping Regulations for Subdivisions • Downtown Overlay District • Downtown Plan • Parking Plan and Parking Chapter Review • Main Street Montana Application • Grant Writing as assigned • Code Updates as needed • Development Policies (i.e. Sewer Policy) • Legislative Updates • Bi-annual updates to code based on legislative updates	\$4,000 a month.

The goal of this proposal is to give the Town the ability to call on me to assist with any project. I am proposing flat rate to help with budgeting processes. My services are

comprehensive and adaptable, tailored to the Town's needs and within the scope of my expertise and availability. I propose that as the Town needs assistance the Town Manager contacts me, and we can discuss if your needs will fit with the limitations listed above. For projects that require more research, engagement, and large work products, I can provide formal Scope Releases. This would only include larger projects that have a set timeline that exceeds 5 months for completion. Other projects that may normally fit under a Scope Release that are not tied to a deadline will be worked on monthly, such as the Parking Study, Parking Code Updates, Downtown Plan, and other large projects. The desire to provide Scope Releases for projects with a deadline is the assumption that they are grant funded projects.

I will return to in-person services in January of 2027. I welcome the opportunity to discuss the Town's planning needs. Please feel free to contact me at your convenience.

Respectfully,

A handwritten signature in black ink that reads "Scott Hazelton". The signature is fluid and cursive, with the first letters of "Scott" and "Hazelton" being capitalized and prominent.

Scott Hazelton, AICP, CFM
406-475-2969
Sunflower Peak Planning
shazelton@sunflowerpeakplanning.com



Town Council Agenda Item Summary Report

Meeting Date: August 4, 2026	
Item Title: Resolution 837- Bob Jacklin Casting Pond Special Revenue Fund	
Submitted By (Name/Title): Katie Thompson, Finance Director	
Discussion Only ☐	Discussion/Action ☒
Funding Source:	Budgeted ☐
Estimated Date of Completion:	

Item Summary

The Town of West Yellowstone has received some donations to go towards the work and maintenance for the Bob Jacklin Casting Pond. We need to keep this money separate for them to be used for their intended purpose. Donors plan to make more donations in the coming years for this purpose.

Please read Resolution 837; the new fund number will be 2215 (special revenue fund).

Staff Recommendation

Create fund 2215 for the Bob Jacklin Casting Pond.

Suggested Motion

I make a motion to approve Resolution No. 837 for the creation of the Bob Jacklin Casting Pond special revenue fund.

RESOLUTION NO. 837

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND FOR THE BOB JACKLIN CASTING POND IN THE TOWN OF WEST YELLOWSTONE

WHEREAS, the Town Council of the Town of West Yellowstone desires to create a fund for administering funding for the Bob Jacklin Casting Pond, (the “Bob Jacklin Casting Pond” fund); and

WHEREAS, in order to track the Bob Jacklin Casting Pond funds, it is necessary for the Town to create a specific numbered account within its accounting system; and

WHEREAS, the Town will track the revenue and expenditures in the fund separately so that it can receive revenue and allocate funds to be used for future casting pond projects; and

WHEREAS, the Town of West Yellowstone will allocate money to this fund by the budget process adopted by the Town Council.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, that a special revenue fund called “Bob Jacklin Casting Pond” is hereby established as “Fund No. 2215– Bob Jacklin Casting Pond”.

BE IT FURTHER RESOLVED, that revenues and expenditures in Fund 2215 will be used solely for the Bob Jacklin Casting Pond.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, THIS 4th DAY OF AUGUST 2026.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

Elizabeth Roos, Town Clerk



To the West Yellowstone Town Council:

I am writing to request an open container exemption for the Pioneer Pavilion in Pioneer Park for a vow renewal ceremony. My husband and I met in West Yellowstone as employees at a local pizzeria, and we want to celebrate our 10 years of marriage where we spent the earliest years of our time together. The ceremony and reception that follows will take place at the Pioneer Pavilion on August 22, 2026, between the hours of 2PM-10PM. I am requesting that the pavilion and the pavement directly surrounding the pavilion be exempted from the open container law, and we will provide clearly marked barriers that indicate where the boundary is while leaving room for other public park goers to access the rest of the park. There will be 30-40 people attending this event. We ensure you that no alcohol will leave the defined area and will not intrude on the nearby playground. To control the distribution of alcohol we will be hiring a bartender to serve the beer and liquor we provide, who I will have contact the police department for a permit as soon as we pick a bartending service. We will have trash and recycling containers for disposal of cans and bottles and other refuse from the event that we will dispose of ourselves, with cleanup starting at 9PM.

Please let me know if I need to provide any other information for this request.

Sincerely,

Mel Campbell

(208) 710-0346

m.campbell1039@gmail.com

Resolution No. 838

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA TO EXEMPT PIONEER PARK FROM SECTION 9.12.020 OF THE WEST YELLOWSTONE MUNICIPAL CODE, PUBLIC DRINKING PROHIBITED, AUGUST 22, 2026 DURING VOW RENEWAL CEREMONY

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

WHEREAS, the Town has received a request from Mel Campbell who is hosting a vow renewal ceremony at the pavilion in Pioneer Park on August 22, 2026; and

WHEREAS, the organizers of the event, desire to allow the consumption of alcoholic beverages in Pioneer Park on August 22, 2026 between the hours of 2 PM and 10 PM in the pavilion and pavement directly surrounding the pavilion; 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 Mel Campbell during the vow renewal ceremony, effective August 22, 2026 between the hours of 2 PM and 10 PM.

PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST YELLOWSTONE THIS 4th DAY OF AUGUST 2026.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:



Town Clerk



Town Council Agenda Item Summary Report

Meeting Date: August 4, 2026	
Item Title: Energy Dissipation Baffle	
Submitted By (Name/Title): Katie Thompson, Finance Director / Jon Brown, Public Works	
Discussion Only ☐	Discussion/Action ☒
Funding Source: 5320.430640.951	Budgeted ☐
Estimated Date of Completion: September 15, 2026	

Item Summary

An energy dissipation baffle is similar to the splash guard at the bottom of a waterfall. As wastewater enters the screen channel, it is moving very fast and turbulent. If we let that high-speed flow continue unchecked, it can over top the basin wall and the weir that is adjacent to it. The baffle slows the water down and spreads the flow out evenly before it continues to the downstream to the screen.

This is being brought to the Town Council for approval so work can happen before final completion and while RSCI is still on-site. Change Order No. 6 will be brought to the Town Council at a future date but this approval let's RSCI go ahead and order the supplies they need.

The estimated cost is \$3,780.

Staff Recommendation

Approve the energy dissipation baffle work to be completed.

Suggested Motion

I make a motion that we approve the energy dissipation baffle work to be completed at the wastewater treatment plant in the amount of \$3,780.



MT 36115
ID RCE-1066
ID 12164-U-1-2-3
WA RECORSO33QK
NV 0067472
www.rscigroup.com

July 28, 2026

Serial No. 565-028

Forsgren Associates
1137 Summer Dr.
Rexburg, ID 83440

Attention: Camille Miller
Subject: PCO 565-021 RFC 12 – Energy Dissipation Baffle
Reference: RSCI Job 565 – West Yellowstone WWTP Improvements
Engineer Project 01-20-0046

Dear Mrs. Miller

This correspondence serves as accompaniment to Proposal No. 565-021 totaling \$3,780 to fabricate and install a influent box baffle per RFC 12. Please review the attached proposal request documentation, summary of costs, and any request schedule modifications. Note this work will must be awarded at council meeting on 8/4/26 to be done by final completion.

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Trent Dyksterhouse".

Trent Dyksterhouse
Project Manager

Attachments: PCO 565-021

West Yellowstone WWTP - PCO 565-021 - RFC 012 Energy Dissipation Baffle

7/28/2026

Background: Forsgren requested a cost to fabricate and install a baffle over the Raw Sewage Influent pipe in the Screening channel via email on 7/22 via RFC 12.

Schedule Modifications: None if released by 8/4 at council meeting. This work will be completed before final completion Oct 2026.

WAGE RATES

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

LABOR, MATERIAL, EQUIPMENT

Scope	Item	Quantity	Unit	Mat \$/unit	Material \$	Prod. Rate (Units/Manhour)	Total MHRS	Lab \$/Unit	Labor \$	E.O.S/Unit	Equip \$	Other/Sub \$	TOTAL
Item 1.0 - Fabrication													
	RSCI Fab Shop - Baffle (See attached breakdown)	1	LS	\$2,719	\$2,719								\$2,719
Item 2.0 - Install Baffle													
	Install Baffle - Carpenter 2 workers, 2 hours - Grout & Anchor Bolts	1	Ea	\$115.00	\$115	4	4	\$96.02	\$384				\$499
	SUBTOTAL				\$ 2,834		4		\$384		\$0	\$0	\$3,218
RSCI Home Office Overhead & Profit - 15%													\$483
Labor, Equipment, Material Subtotal													\$3,701

SUBCONTRACTOR

													\$0
	SUBTOTAL				\$0				\$0		\$0	\$0	\$0
RSCI Home Office Overhead & Profit - 5%													\$0
Subcontractor Subtotal													\$0

TOTAL OF ALL SUBTOTALS	\$3,701
Bonds & Insurance - 1.2%	\$41
RSCI TOTAL	\$3,742
MT GROSS RECEIPTS TAX (1%)	\$37
RSCI PROPOSAL TOTAL	\$3,780

Page 1



Town Council Agenda Item Summary Report

Meeting Date: August 4, 2026	
Item Title: Shortline Trail Amenities and Accessible Parking Development Request	
Submitted By (Name/Title): Dan Walker, Town Manager	
Discussion Only ☐	Discussion/Action ☒
Funding Source: NA	Budgeted ☐
Estimated Date of Completion:	

Item Summary

The Town received a request from the Shortline Trail Group to construct additional amenities at the Trailhead location off of Iris Street. The plan is to add 5 accessible parking stalls, a retaining wall, entrance portal, donor kiosk, pavers, and benches as part of this phase of improvements.

The work is being done within the FS Easement, but it is located on Town Property. The amenities were a part of the initial Shortline Trail planning, but are being constructed now because funding is available. The engineer work for the project was donated, and the amenities are being paid for with donations. There is no Town funding being requested. Forest Service has granted full approval of this project.

They are also planning to construct additional parking expansion and a pavilion as future funding allows. The Shortline Trail Group will need to work closely with the Parks and Recreation Board on any future improvements to ensure they align with other Town priorities and uses.

Staff Recommendation

Staff recommends allowing the Shortline Trail to construct the trailhead amenities and accessible parking stalls within the Forest Service Easement as proposed.

Suggested Motion

I move we allow the Shortline Trail to construct the trailhead amenities and accessible parking stalls within the Forest Service Easement as proposed.

Dan Walker

From: Melissa Alder <melissaalder22@gmail.com>
Sent: Sunday, July 26, 2026 10:23 PM
To: Dan Walker
Subject: Yellowstone Shortline Trail Completion

Hello Dan,

Thank you for meeting with me the other day. Below is a brief description of the work that is proposed to be completed on the Yellowstone Shortline Trail.

The proposed construction is the completion of the landscaping of the Iris Street Trailhead. This will include dirt work and rock work to create an area adjacent to the current trailhead sign. A donor board and benches will be put in this area. Pavers will be installed as the final donor recognition pieces. The plan includes the preparation for paving of 5 handicap parking spots adjacent to the trail. The trail is an ADA accessible trail and we are required to have the parking spots. We will not be paving the spots this summer. All of this work is within the boundary of the Forest Service Easement for the trail. The project is fully funded by the Yellowstone Shortline Trail Committee. The plans were completed by Jonathon Kempff, who was the engineer for the YST project. Tri State Excavating will be completing the work. Sea Reach (the sign company who did all the signage for the trail) will be installing the donor board. This work is the final phase of the project and has full approval from the US Forest Service.

The drawings for this trailhead design that you were emailed include Jonathon's "dream" parking lot which he envisioned when designing the trail. This larger parking lot is on town property. The committee is not planning to construct this parking lot. We will continue to work with the town and go through all necessary steps for improvements, changes or construction of any kind.

Thank you for your time and consideration.
Melissa Alder
Yellowstone Shortline Trail Project Manager

YELLOWSTONE SHORTLINE TRAILHEAD

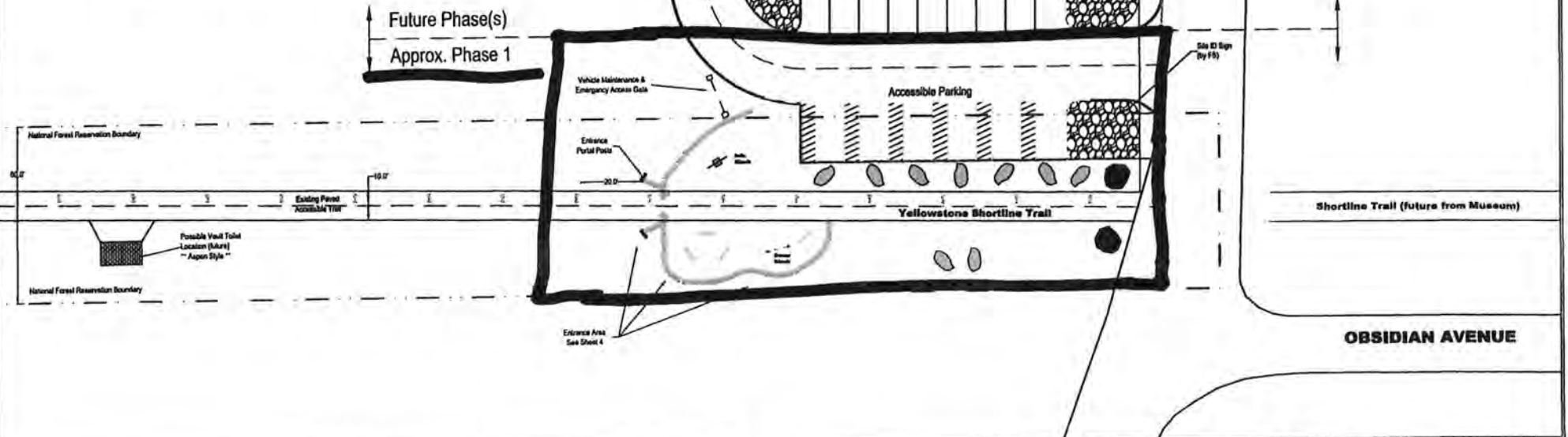
- Asphalt Surfacing
- Island Rock Surfacing
- Boulder Barriers
- Plantings/Trees
- Toilet
- Entrance Boulder

0 100 200 300
SCALE IN FEET



Possible Future Parking Expansion Area

VICINITY MAP



WEST YELLOWSTONE, MONTANA
GALLATIN COUNTY

SHORTLINE TRAIL #611

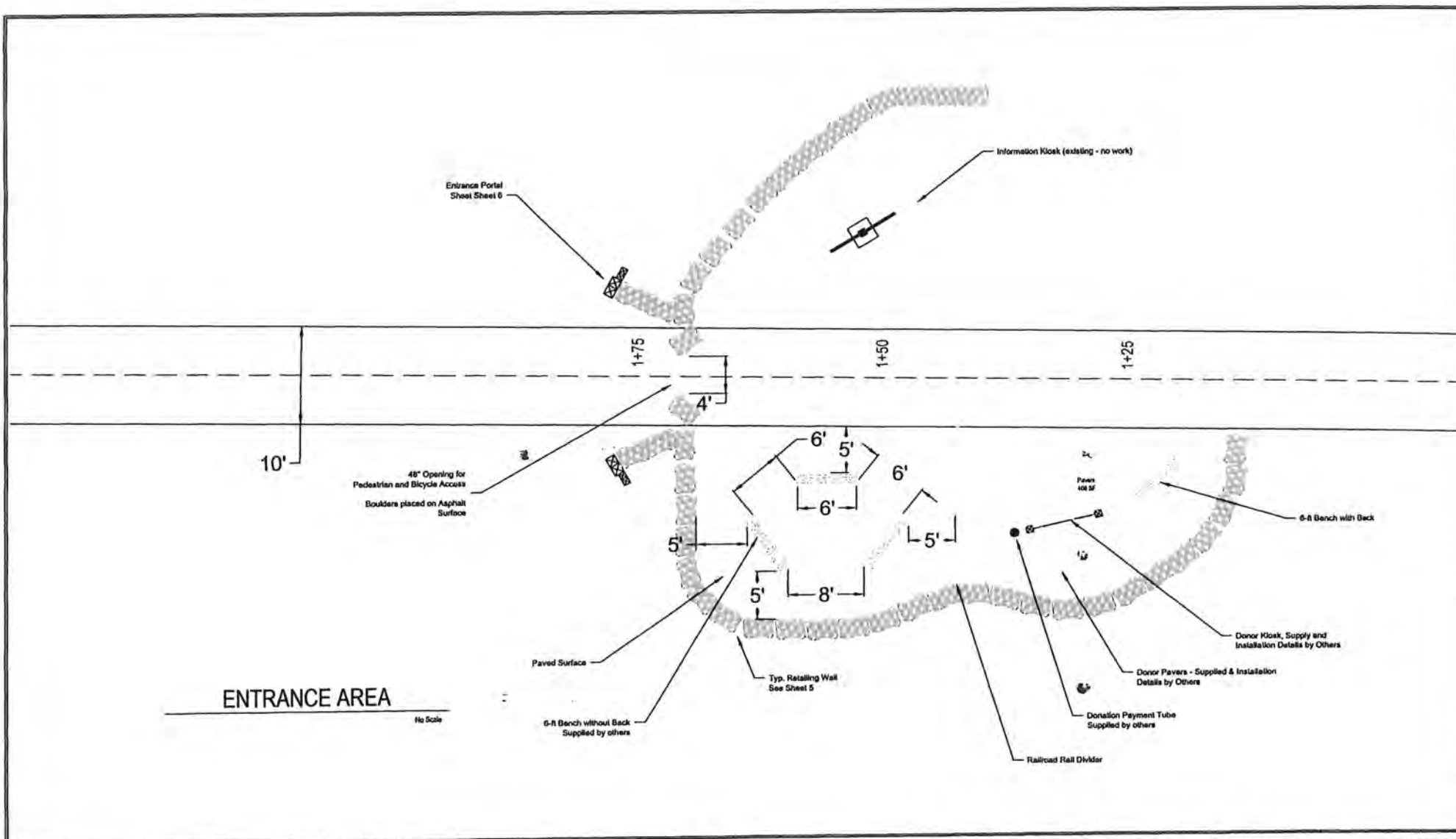
Project
Iris Street Parking & Trailhead
Description
PHASE 1 – Kiosk Area & Parking

Drawn _____
Design _____
Checked _____
Reviewed _____

Sheet Title
VICINITY MAP

Scale
No Scale

Sheet
of 2 **8**



WEST YELLOWSTONE, MONTANA
GALLATIN COUNTY

SHORTLINE TRAIL #611

Project
Iris Street Parking & Trailhead
Description
PHASE 1 - Kiosk Area & Parking

Drawn _____
Design _____
Checked _____
Reviewed _____

Sheet Title
Trail Entrance Area
Scale
No Scale

Sheet
of 4 **8**

Town of West Yellowstone
Parks and Recreation Board
Project Recommendation to the Town Council

Executive Summary

The Parks and Recreation Board respectfully submits this recommendation requesting Town Council approval to begin planning and implementation of two priority projects identified through the Parks and Recreation Master Plan and extensive community engagement. These projects represent achievable, high-impact improvements that enhance recreation opportunities, beautify public spaces, and leverage partnerships to maximize Town resources.

The Board requests:

- \$5,000 for City Park Horseshoe Pits.
- \$26,000 for Phase I of the Greenway Pilot Project.

The remaining priority projects are included for informational purposes only. At this time, the Board is not requesting funding for those projects but wishes to keep the Town Council informed of the Board's long-term priorities.

Funding Summary

Project	Town Request	Leveraged Resources	Future Funding
City Park Horseshoe Pits	\$5,000	Town labor/materials as needed	Potential donations & league support
Greenway Pilot Project – Phase I	\$26,000	Wood chips, Forest Service trees, volunteer efforts	Grants, donations, partnerships

Project Recommendations

1. City Park Horseshoe Pits

The Parks and Recreation Board recommends construction of horseshoe pits in City Park as its first priority project. Horseshoes is a timeless activity enjoyed by all ages and would complement existing park amenities while creating opportunities for future community leagues and tournaments.

The Board respectfully requests an allocation of \$5,000 for planning and construction.

2. Greenway Pilot Project

The Greenway Project is a long-term vision to create a continuous green corridor from Canyon Street to Iris Street while highlighting West Yellowstone's historic district. The pilot project will improve the area behind the Museum of the Yellowstone with shade trees, wood chips, and future seating to establish the gateway to the Greenway.

The Board has secured partnerships including wood chips from the West Yellowstone Transfer Station and aspen trees through the Custer Gallatin National Forest. Additional grants and donations will be pursued for future phases.

The requested \$26,000 will establish the foundation of the project through site preparation, tree planting, and installation of wood chip ground cover. Future phases will add benches and other amenities as funding becomes available.

Throughout development of the Greenway concept, the Board has hosted multiple public input sessions. One consistent priority from the community has been preserving winter recreation. All improvements will be thoughtfully located to ensure existing snowmobile grooming operations remain unchanged.

The Board will work closely with the Public Works Department to ensure the project complements existing infrastructure and minimizes future maintenance. A temporary above-ground watering system, such as hoses or polyethylene tubing with timers and drip emitters, will be used only until the trees are established. The landscape will primarily consist of native, drought-tolerant plants requiring little or no permanent irrigation.

Future Priority Projects

While the Parks and Recreation Board is currently requesting funding only for the Horseshoe Pit Project and the Greenway Pilot Project, we believe it is important to keep the Town Council informed of the Board's remaining priorities identified through the Parks and Recreation Master Plan and community input. At this time, no funding is being requested for the following projects.

3. Frost Street Trail Access

The Board continues to support improving public access to the Boundary Trail from Frost Street. This Town-owned property presents an opportunity to provide a more welcoming and accessible trail connection for residents and visitors. As an initial step, the Board recommends removing the existing berm that was installed without Town approval and replacing the street sign and adding trail signage to clearly identify the public access point.

4. Community Skate Park

The Board remains committed to bringing a community skate park to West Yellowstone. Public input throughout the Master Plan process demonstrated strong support for this project, particularly among local youth and families. The current priority is identifying an appropriate location. Once a suitable site has been secured, the Board is confident that grants, partnerships, donations, and community fundraising can provide significant financial support for construction.

5. Public Restroom Facilities

The Parks and Recreation Board believes additional public restroom facilities are one of the Town's highest long-term infrastructure priorities. While this project extends beyond Parks and Recreation, it directly impacts many of the Town's recreational amenities. There has been a longstanding need for public restrooms at the Electric

Street courts, and with the addition of the pickleball courts and the continued growth of recreational programming, leagues, tournaments, and daily use, that need has become even greater.

Formal Recommendation

The Parks and Recreation Board respectfully recommends that the Town Council:

1. Allocate \$5,000 for planning and construction of the City Park Horseshoe Pits.
2. Allocate \$26,000 for labor associated with Phase I of the Greenway Pilot Project.

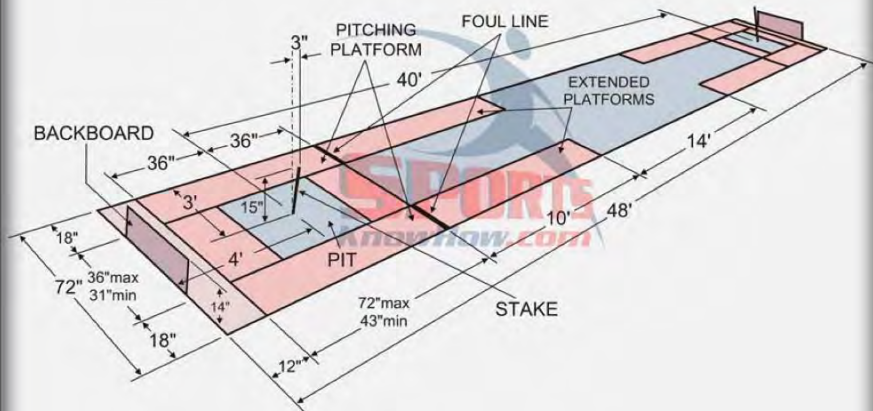
The Board further recommends continuing to pursue grants, donations, partnerships, and volunteer opportunities to leverage Town funding and complete future phases of the Greenway Project. The Board also looks forward to continued collaboration with the Town Council on the future priority projects outlined in this recommendation.

Closing

The Parks and Recreation Board appreciates the Town Council's continued support and partnership in enhancing the quality of life in West Yellowstone. We are committed to being responsible stewards of public resources, leveraging outside funding whenever possible, and implementing projects that reflect the priorities expressed by our community through the Parks and Recreation Master Plan.

We look forward to continuing to work together to create parks and recreational spaces that will benefit residents and visitors for generations to come.





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P.O. Box 853
West Yellowstone, MT
59758

Estimate

Date	Estimate #
1/21/2026	990

Name / Address

Greenway Committee
PO BOX 1633
West Yellowstone, MT 59758

			Project
Qty	Description	Rate	Total
	Estimate is for landscaping improvements from the East end of the casting pond going East to Canyon Street.		
30	30 Aspen Trees Harvested from USFS. Trees will be a 3-7" Caliper. Work involves hauling of spade to areas where trees will be harvested, brought to areas to be planted and planting them. Cost is \$325 per tree.	385.00	11,550.00
1	Boulders for entry area and placement throughout the walkway. Boulders can be provided by Tri State Excavating or potentially from USFS ground areas if that is allowed. Estimate is for about 20 boulders	3,680.00	3,680.00
1	Trucking of wood chips from the West Yellowstone Transfer Station and placement of wood chips throughout walkway areas with excavator. Wood chips are donated through Transfer Station and a donation of time spreading and placing the wood chips will be donated to TBID from Tri State Excavating.	4,870.00	4,870.00
1	Purchasing and placing approximately 10,000 square feet of weed barrier material	5,810.00	5,810.00

Please sign and return a copy of this Estimate to Tri State Excavating prior to start of work. By signing, you agree to make prompt payment upon completion of work or finance charges will be assessed.

Total

\$25,910.00

X _____

Phone #

E-mail

406-640-0216

tristate1billing@gmail.com



 West Yellowstone
 Historic District
 Greenway

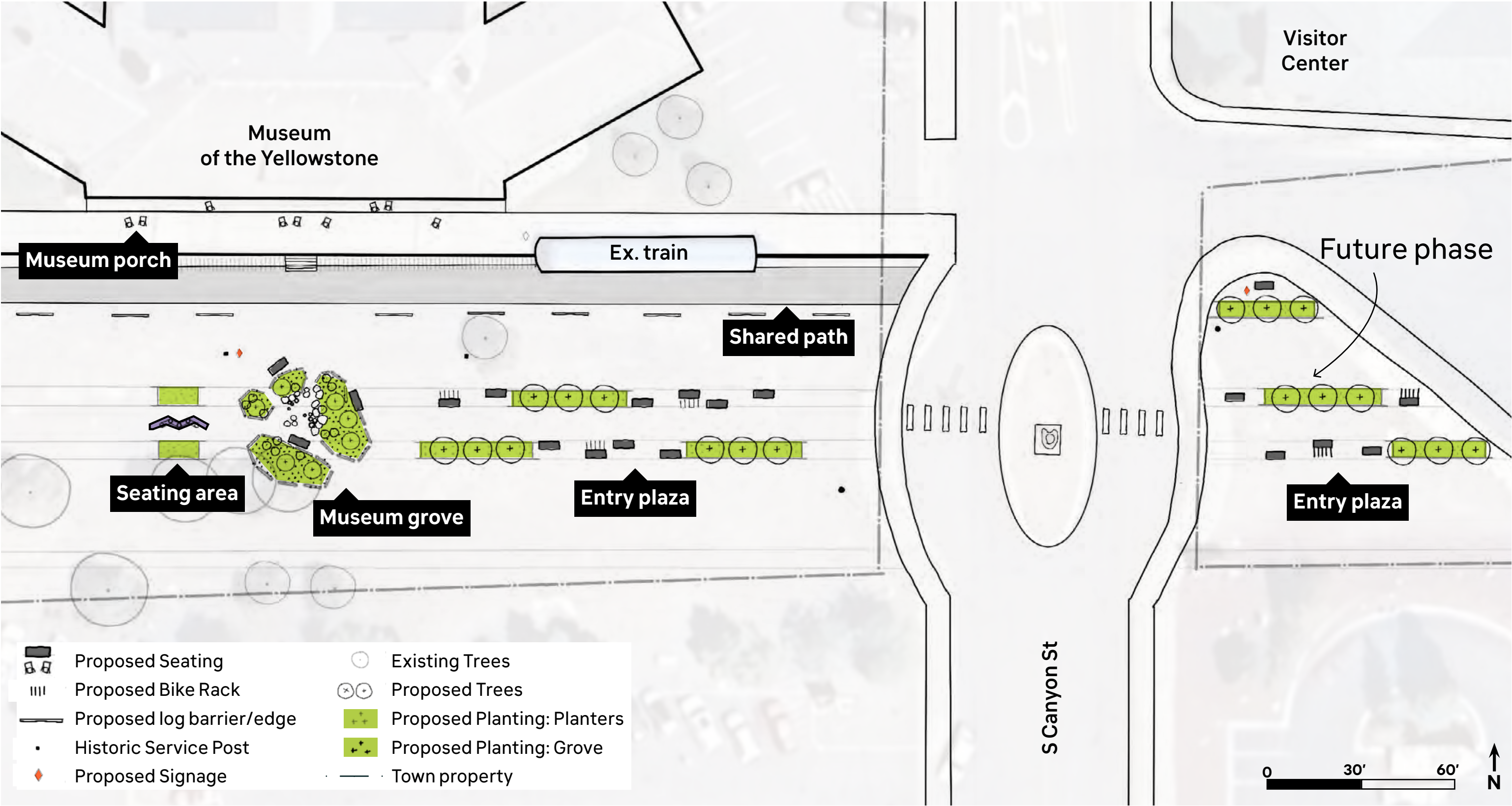
West Yellowstone Historic District Greenway - Museum Plaza Pilot Concept Plan

May 25, 2026

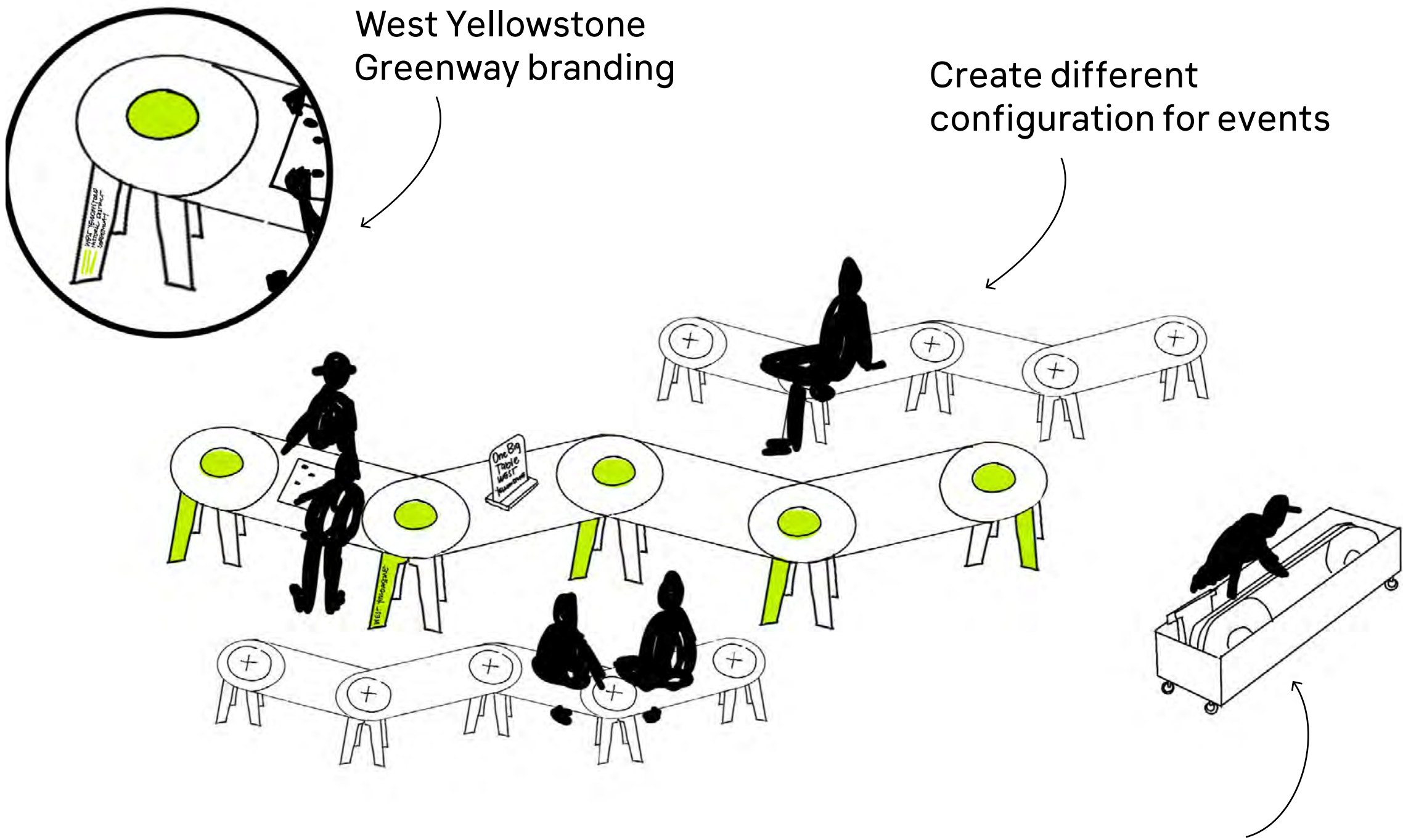
DRAFT

3FWILD

Museum Plaza Pilot - Concept Plan



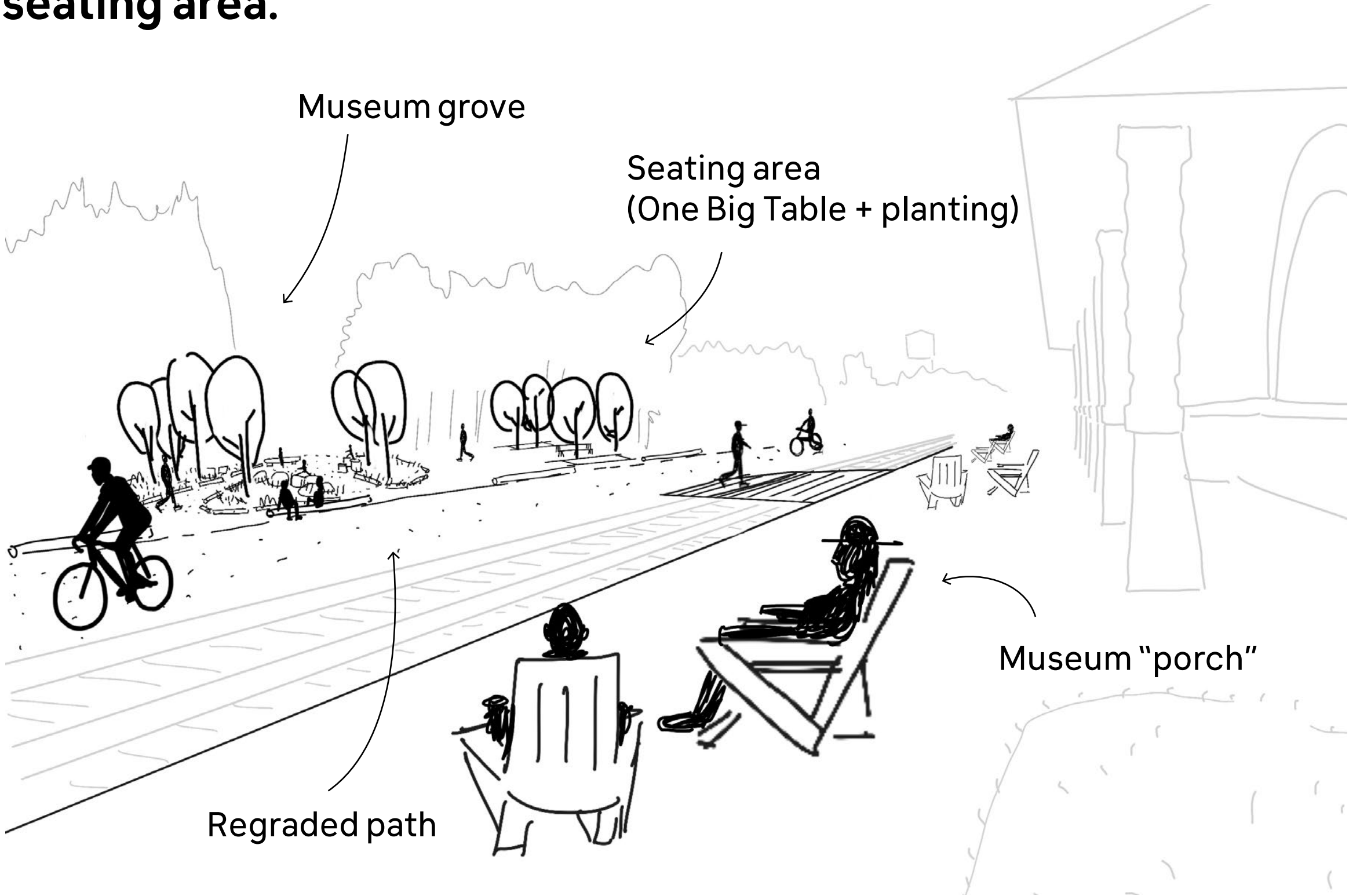
Step 1 - One Big Table will start activating the site before construction & planting can begin.



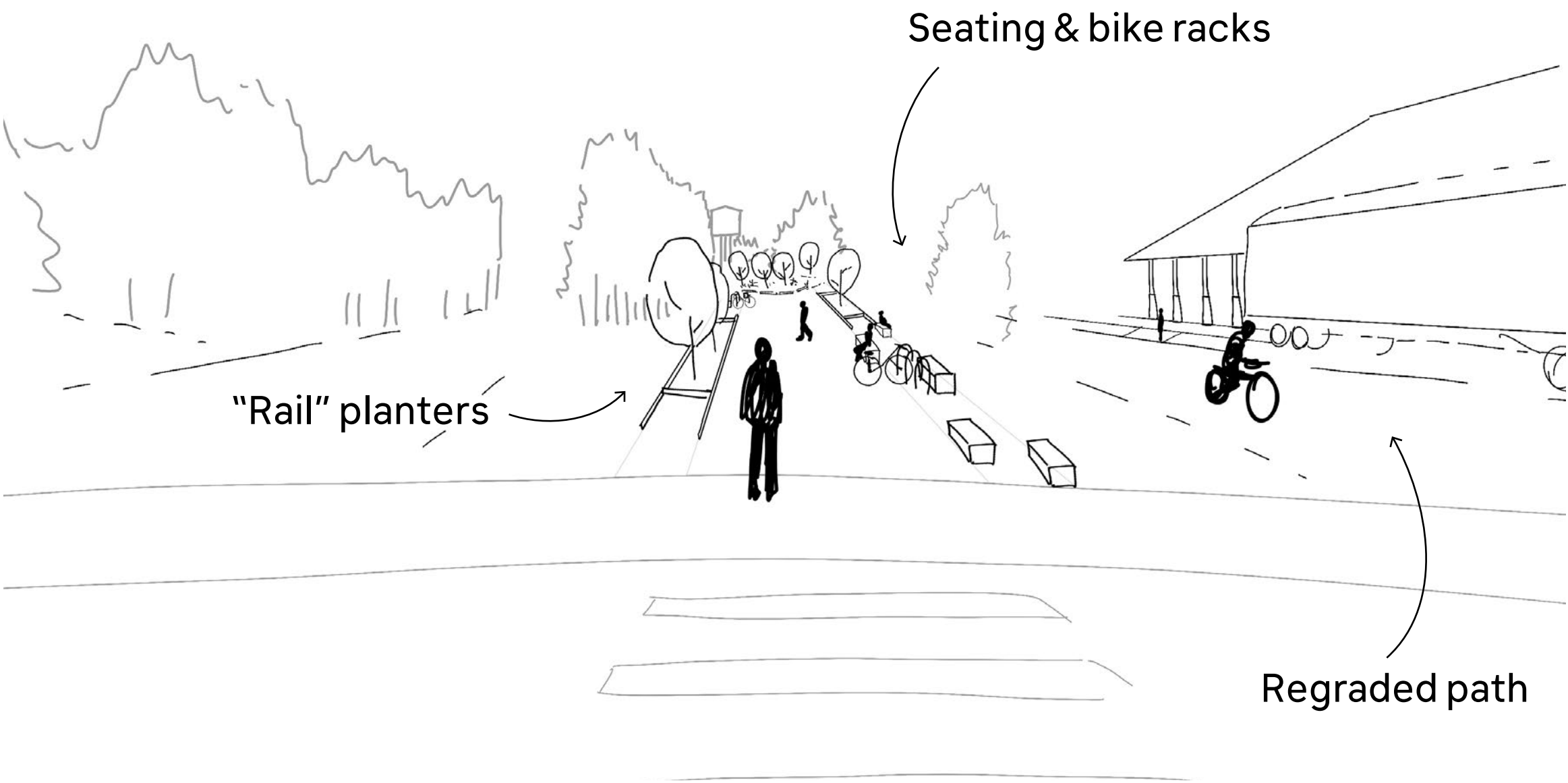
Note: One Big Table was originally designed by StreetLab and activated over 500 public spaces. One Big Table will be customized to reflect West Yellowstone Greenway brand.



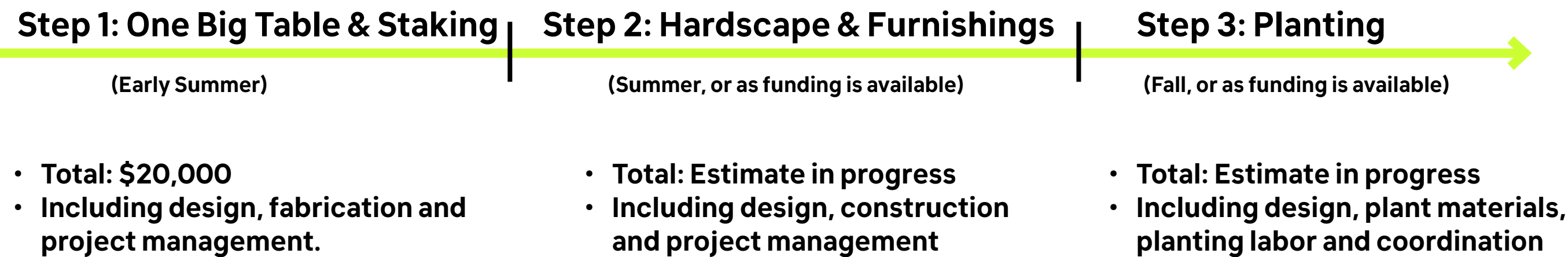
Step 2 & 3 - New pilot park will include gravel path regrading, Museum grove and a seating area.



Step 2 & 3 - New entry plaza will include "rail" planters, informal seating & bike racks.



Pilot - Timeline & Key Steps



Note:
3FWILD will serve as a Designer and Project Manager for all phases. In addition, a fabricator (Community Woodshop in Jackson) will be engaged for Step 1, a contractor(s) will be engaged for certain tasks for Steps 1&2. Other construction tasks will be completed through “Community Build Days” with volunteers.

Additional information

One Big Table & Staking - Pilot materials



One Big Table



Staking future planted areas

Shared path - Pilot materials



Log barrier to delineate shared path



Compacted / infilled aggregate

Museum Grove - Pilot materials



Trees & planting



Informal play - boulders



Informal play - logs



Log edging



Mulch

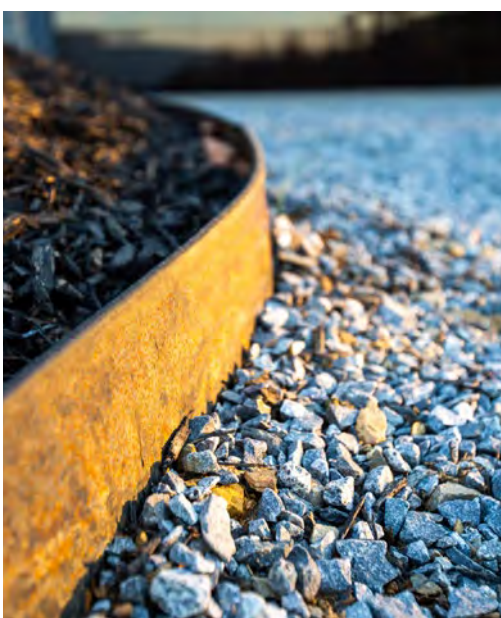
Entry plaza - Pilot materials



Trees & planting



Informal seating - block stones or logs



"Rail" planters with steel & wood edging



Greenway Signage

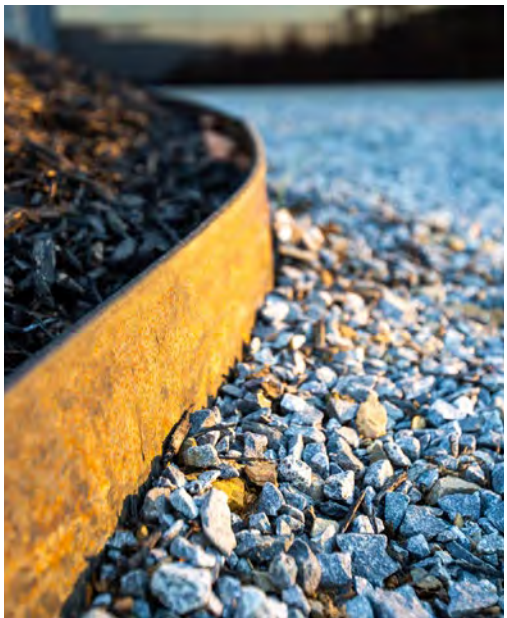


Bike racks

Seating area & Museum porch - Pilot materials



Trees & planting / demonstration garden



"Rail" planters with steel & wood edging

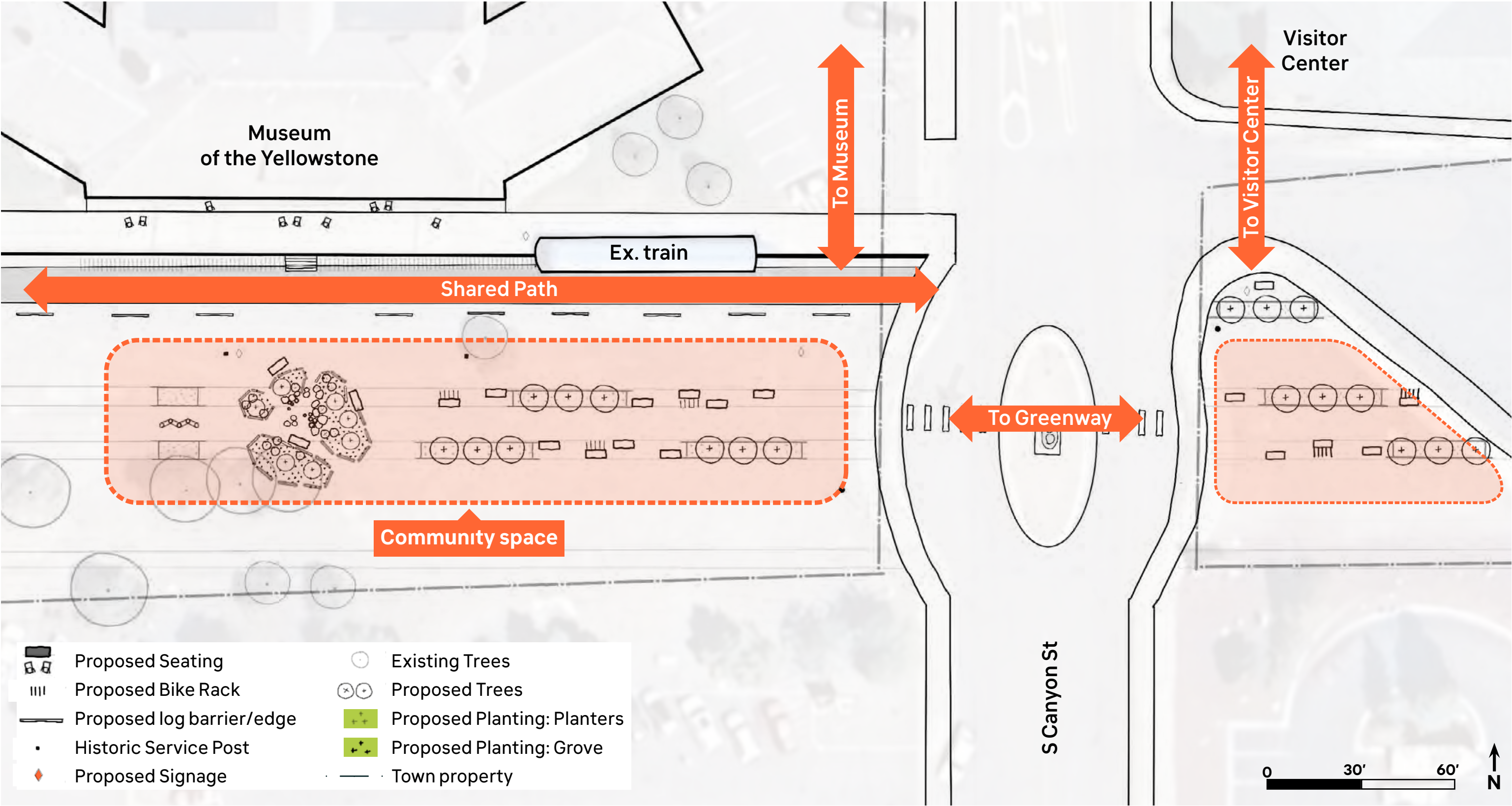


Individual seating

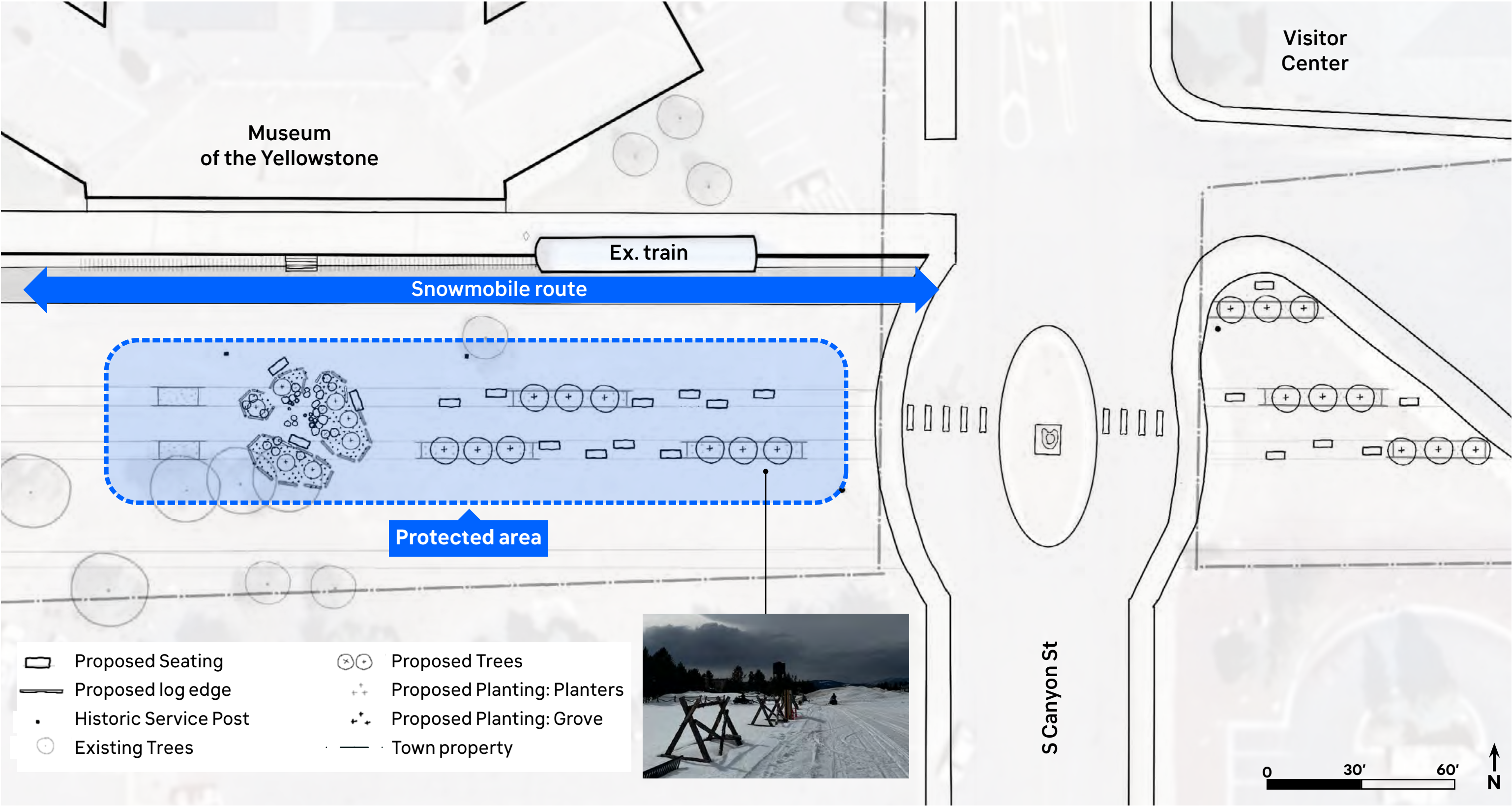


Social seating

Summer Use Diagram



Winter Use Diagram



TOWN OF WEST YELLOWSTONE, MONTANA

TOWN ATTORNEY FEE AGREEMENT

THIS AGREEMENT, made and entered into this 17th day of May, 2023 by and between the TOWN OF WEST YELLOWSTONE, a Montana municipal corporation (the Town"), and the law firm of Kasting, Kauffman & Mersen, P.C. ("Attorneys").

W I T N E S S E T H:

WHEREAS, the Town is desirous of obtaining legal counsel, advice, representation and advocacy in relation to its corporate affairs; and

WHEREAS, the law firm of Kasting, Kauffman & Mersen P.C., of 716 South 20th Avenue, Suite 101, Bozeman, Montana 59718, consists of attorneys duly licensed to practice law in the federal and state courts of Montana.

NOW, THEREFORE, it is hereby agreed as follows:

1. The Town of West Yellowstone hereby retains the Attorneys to give such advice and counsel and render such legal service for the Town as the Town Council shall deem required.
2. The services of Attorneys shall include, but not limited to, advice and counsel on all corporate matters; preparation and drafting of all necessary legal documents, ordinances, contracts and letters; rendering legal opinions for the Council; acting on behalf of the Town in all criminal City Court matters, and in civil City Court matters as required; representing the Town as to all agencies of government and private parties having business with the Town; appearing for the Town to prosecute and defend all civil and criminal cases in the federal or state courts in Montana, and before any other administrative or quasi-judicial board, committee, tribunal or

other person or corporate body; to attend regular or special Town Council meetings, or meetings of boards and committees, as required by the Mayor and/or the Council; to perform any other duties which may be required by the statutes of the State of Montana or the Charter of the Town of West Yellowstone; assist all department heads working for the Town in connection with routine matters for which consultation is required and requested, and to perform such other services as are customarily performed by municipal corporate counsel. The initial contact person within the firm for the Town will be Jane Mersen. If Ms. Mersen is not available, Lilia Tyrrell or John Kauffman should be contacted.

3. In addition to the foregoing, it is agreed that Attorneys and the Town shall negotiate from time to time the various bond issues desired by the Town; it being the intent hereof that Attorneys shall receive a separate fee contract with respect to any services performed regarding municipal bond issues and the like and that the Town shall be free to hire bond counsel as necessary, independent of the Attorneys. Furthermore, in the event that the Town shall enter into contracts with other agencies, public or private, which require the services of Attorneys, then the Attorneys may obtain a special, supplementary or different fee from the third party when the latter will bear the costs of the Town's attorney's fees; these matters to be negotiated between the Town the Attorneys, and any such third party.

4. For the services rendered, the Town shall pay the Attorneys each month, according to monthly statements received from the Attorneys as follows:

a. For all regular services rendered as stated in paragraph 2 above, \$300.00 per hour for Partner time and \$200.00 per hour for associate attorney time, which includes all travel time involving Town business and the hourly time charges of the Attorneys include, but are not necessarily limited to: court appearances, office and

telephone conferences related to the matter, out of office conferences/site visits, legal research, preparation for and attendance at depositions, review of file materials and documents sent or received, preparation for and attendance at trials, hearings, and conferences with other counsel, travel time, and drafting of pleadings, instruments, correspondence and office memoranda. For paralegal or secretarial services, \$100.00 per hour.

5. For all such services stated in this contract however and whenever performed, the Town shall reimburse the Attorneys for all necessary expenses in connection with their services to the Town, such expense to include, but not be limited to the following: travel at the legal rate according to the laws of the State of Montana, meals, lodging expenses, postage, photocopy charges, long distance telephone calls, investigation fees, filing or other court fees, witness fees, costs of serving legal papers, fees for depositions or expert witnesses, paralegal services, and charges for computer legal research. Such expenses shall be reimbursed along with the attorneys' fees previously stated according to the monthly statements submitted by the Attorneys. Upon request and approval of the Mayor, the Town Attorney shall be compensated for books and printed materials purchased in aid of carrying out its functions under this agreement. The Attorney, upon request and written approval of the Mayor, shall be reimbursed for tuition expenses incurred in attending continuing legal education seminars whose subjects are directly related to the Attorneys function for the Town.

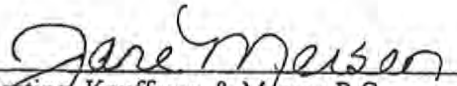
6. Nothing in this Agreement shall be construed as limiting the amount of the fee payable to the Attorneys, where the source of funds for payment is a person, agency, corporation or entity, public or private, other than the Town of West Yellowstone.

7. Pursuant to Section 7-4-4602, MCA, the term of this Agreement shall be for two (2) years from May 17th, 2023, unless sooner terminated as provided by the parties or in accordance with the law. The parties agree that either may terminate this contract with 60 days notice to the other party.

IN WITNESS WHEREOF, THE PARTIES HAVE HERUNTO SET THEIR HANDS
TO THIS Agreement the date and year first above written.

TOWN OF WEST YELLOWSTONE
a municipal corporation

By: 
Daniel Walker
Town Manager


Kasting, Kauffman & Mersen P.C.
By: Jane Mersen

TOWN OF WEST YELLOWSTONE
ADDENDUM TO TOWN ATTORNEY AGREEMENT

On May 17, 2023, the Town of West Yellowstone, (the "Town") and the law firm of Kasting, Kauffman & Mersen P.C., ("Attorneys") entered into a Town Attorney Fee Agreement for the term of two years, (the "2023 Agreement"). The term of the Agreement has expired.

On February 17, 2026, the Town Council of the Town approved extending the term of the 2023 Agreement through the end of 2026. The Attorneys agreed to the extension.

Therefore, the Town and the Attorneys agree to this Addendum to the 2023 Agreement as follows:

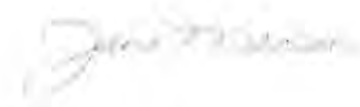
1. Other than set out below, all of the terms and conditions of the 2023 Agreement shall remain in full force and effect.
2. The term of the agreement, set out in Section 7 shall be extended through the year 2026, ending on December 31, 2026, unless sooner terminated.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNTO SET THEIR HANDS
TO THIS Agreement as of February 17, 2026.

TOWN OF WEST YELLOWSTONE

By: 
Daniel Walker
Town Manager

KASTING, KAUFFMAN & MERSEN P.C.


By: Jane Mersen

Chapter 2.08 CITY JUDGE

Sections:

[2.08.010 Office established.](#)

[2.08.020 Selection--Term of office.](#)

[2.08.030 Qualifications.](#)

[2.08.040 Powers, duties and hours.](#)

[2.08.050 Compensation and expenses.](#)

[2.08.060 Deposit of funds.](#)

[2.08.070 Filling of vacancy.](#)

2.08.010 Office established.

There is established the office of city judge for the town. (Ord. 141 (part), 1990)

2.08.020 Selection--Term of office.

A. The person holding the office of city judge shall be nominated, and with the consent of the town council, appointed by the mayor of the town. The town shall advertise for the position, shall state the qualifications and shall make the appointment as set forth in this chapter.

B. The city judge shall hold office for a term of four years. A city judge shall continue to hold office until the qualification of a successor. (Ord. 141 (part), 1990)

2.08.030 Qualifications.

A. At the time of appointment, the city judge shall, before entering upon the duties of the office, take the constitutional oath of office, which must be filed with the town clerk.

B. Before the town clerk may file the oath, the appointed city judge must satisfy the clerk that the appointee is either:

1. An attorney at law authorized to practice law in the state of Montana;
2. A person who has held the office of justice of the peace or city judge within the preceding five years; or 3. A person who has completed the orientation course of study held under the direction of the Supreme Court or has been excused by the Supreme Court. If a person is appointed after the course is offered, the appointee must agree to take the course at the next offering, and upon failure to do so, will be disqualified.

C. The city judge must be a resident of Gallatin County, Montana; and

D. The city judge must maintain residency within the county during the term of office. (Ord. 141 (part), 1990)

2.08.040 Powers, duties and hours.

- A. The city judge shall have those powers and duties as are provided by state law.
- B. The normal hours of city court shall be set by resolution of the town council. (Ord. 141 (part), 1990)

2.08.050 Compensation and expenses.

The annual salary of the judge shall be established by the town council by majority vote by ordinance or resolution. In addition to the salary the city judge shall receive actual and necessary travel expenses incurred in performing official duties as provided by state law. The position of city judge being less than forty hours per week, the office of city judge will not be entitled to nor subject to any requirements of overtime compensation pay. Neither shall the office be subject to the specific provisions of the statutes regarding vacation and sick leave. It is declared by this chapter that the city judge shall be allowed eight days of paid vacation annually, but such leave shall not accrue; that is, the annual leave cannot be carried over for use in a subsequent year. The city judge shall not be entitled to receive any compensation for the loss of such annual leave whether occasioned by failure to take time off, by resignation, by recall or by failure to be reappointed. For purposes of participation in the town's group health insurance program, this position shall be considered one-half time. (Ord. 199, 1998; Ord. 141 (part), 1990)

2.08.060 Deposit of funds.

- A. All moneys, from whatever source, collected under the jurisdiction of the city judge shall be deposited and managed in accordance with the applicable statutes of the state of Montana.
- B. So long as the rules of the Montana Supreme Court or the statutes of the state of Montana do not require otherwise, all such moneys shall be deposited daily with the financial administrator of the town as directed by the director of finance of the town.
- C. In order to establish appropriate control money deposited temporarily for bonds, appearance bonds, etc., there is created a trust fund into which all such money shall be placed. Upon final disposition of any matter to which such a deposit pertains, such money shall immediately be disbursed from the trust fund of the financial administrator of the town as directed by the city judge under the mandates of the statutes of the state of Montana. (Ord. 141 (part), 1990)

2.08.070 Filling of vacancy.

Should a vacancy occur in the office of city judge, the position shall be filled for the remainder of the term using the same method of selection as set forth in subsection A of Section [2.08.020](#). (Ord. 141 (part), 1990)



TOWN OF WEST YELLOWSTONE

EMPLOYMENT AGREEMENT **CITY COURT JUDGE**

THIS AGREEMENT is made and entered into this 8TH day of September, 2021, by and between the TOWN OF WEST YELLOWSTONE ("Town"), a Montana municipal corporation, of P.O. Box 1570, West Yellowstone, Montana 59758, and Larry Jent ("Employee" or "City Court Judge"), of P.O. Box 1437, West Yellowstone, Montana 59758.

WITNESSETH

WHEREAS, the Town of West Yellowstone wishes to employ the services of Larry Jent as the City Court Judge;

WHEREAS, the Town and Employee desire to provide for certain procedures, benefits and requirements regarding the employment of Employee by the Town; and

WHEREAS, Employee wishes to accept employment as City Court Judge under the terms and conditions described herein.

IN CONSIDERATION of the mutual promises contained herein, the parties agree as follows:

1. EMPLOYEMENT & DUTIES

1.1 **Duties.** TOWN agrees to employ Larry Jent as the City Court Judge for the Town of West Yellowstone to perform the duties of City Court Judge as set out in Title 3, Chapter 11. EMPLOYEE agrees to complete his job duties in a collegial, professional, honest and respectful manner. EMPLOYEE warrants that he will perform his duties with the highest degree of skill and judgment in accordance with accepted standards for a city court judge.

The administrative control of the Town's City Court be the responsibility of the EMPLOYEE, including preparation and submission of the Court budget to the Town Manager or his designee; supervision of the daily operation of the Court and all Court personnel, being responsible for all departmental allocated budget, expenditures, as well as the receipt of funds and property in the custody of the Court.

1.2 Hours of Work. The EMPLOYEE shall devote that amount of time and energy reasonably necessary to faithfully perform the duties of City Court Judge under this Contract.

1.3 Work Week The EMPLOYEE shall set a schedule for open court, omnibus hearings, and trials, and shall also be available as necessary for in custody appearances, bail hearings, search warrants and any other tasks necessary outside of normal business hours.

1.4 Outside Employment EMPLOYEE may hold outside employment on the condition that it does not conflict with his duties as City Court Judge.

1.5 Fair Labor Standards Act ("FLSA") The City Court Judge position is that of an exempt employee for the purpose of the FLSA and shall be held to the standards of the FLSA standards of exempt employees.

2. COMPENSATION AND REIMBURSEMENT

2.1 Compensation. The annual salary of EMPLOYEE shall be THIRTY SIX THOUSAND FIVE HUNDRED AND NO/100 DOLLARS, (\$36,500.00). The salary shall be paid in accordance with the pay periods for other Town employees. The salary shall increase each year with the COLA increase for all TOWN employees plus 0.5%.

3. TERM

3.1 Commencement & Effective Date. EMPLOYEE shall commence providing services hereunder at 0800 a.m. Mountain Standard Time on September 9, 2021. The EMPLOYEE shall continue until December 31, 2022.

3.2 Termination by EMPLOYEE. Nothing in this AGREEMENT shall prevent, limit or otherwise interfere with the right of the EMPLOYEE to resign at any time from his position with the Town, subject only to the provisions set forth in this AGREEMENT. The EMPLOYEE may voluntarily resign and terminate his employment with the TOWN by giving written notice of resignation to the TOWN by certified mail, return receipt requested, at least one (1) month before the effective date of resignation.

3.3 No Vested Right in Continued Employment. EMPLOYEE acknowledges that his employment with the TOWN is only for the specified term of this AGREEMENT, and that he accrues no legal right to continued employment as the City Court Judge beyond the term specified herein.

3.4 Subject to Personnel Manual. EMPLOYEE agrees that his employment will be subject to the terms and conditions of the Town of West Yellowstone Personnel Manual, as well as any other TOWN policies, as approved and revised by the TOWN from time to time, and Montana state law.

3.5 Subject to the rules and procedures of the Judicial Standards Commission and the Montana Supreme Court, if the Town believes the EMPLOYEE is breaching any duty of the city court judge, the Town shall report the same to the Commission or the Court and may seek

removal of the judge based thereon.

4. Benefits

4.1 Retirement Benefits. The TOWN shall contribute the TOWN's portion to the Montana Public Employees Retirement System (MPERS) on behalf of the EMPLOYEE in accordance with the rules set forth under Montana law.

4.2 Insurance Coverage. The TOWN shall provide the same group health, dental, vision and insurance benefits for the EMPLOYEE and his spouse. The TOWN will pay 75% of the premium for such insurance.

4.3 Town-provided Cellular Phone. A smart phone with service (chosen by the Town) will be provided upon the first day of employment. The EMPLOYEE is expected to maintain the phone in good and working condition as tools of his employment and shall immediately return all equipment upon separation from employment. The information and data on the device is considered public records and must not be deleted or altered before returning to the Town. EMPLOYEE shall be allowed to add his personal phone number to the smart phone provided by the Town such that EMPLOYEE does not need to carry two phones. However, at all times the phone shall remain the property of the Town.

4.5 Vacation and Leave Time. EMPLOYEE shall be afforded the leave time that is set out in Section 2.08.050 West Yellowstone Town Code.

5.0 PROFESSIONAL DEVELOPMENT

5.1 Membership. The TOWN encourages EMPLOYEE's continued professional development and shall provide payment of appropriate related costs for such activities, including membership in relevant professional organizations as approved by the Town Manager. The Town will not pay for the EMPLOYEE's membership in the State Bar of Montana.

5.2 Out of Town Meetings & Seminars. The Town agrees to reimburse EMPLOYEE the actual costs for registration, travel, lodging, meals, and other expenses incurred by EMPLOYEE while attending overnight, out-of-town meetings or seminars related to the EMPLOYEE'S employment with the TOWN, in accordance with the TOWN's policies for expense reimbursement. Moreover, to be eligible EMPLOYEE must have budgeted funds available, and received approval by the Town Manager.

5.3 Out-of-town Meetings. The TOWN agrees to reimburse the EMPLOYEE regular per diem rates incurred while in attendance at out-of-town meetings related to his employment with the TOWN in accordance with the TOWN's policies for expense reimbursement.

5.4 Incidental Expenses. The TOWN agrees to reimburse EMPLOYEE the actual cost of those incidental expenses necessarily incurred by EMPLOYEE while engaged in the business of the TOWN upon presentation of an appropriate receipt thereof, in accordance with the TOWN's policies for per diem and expense reimbursement.

5.5 Approval by Town Manager. To be eligible to receive reimbursement of

the memberships and travel and other expenses incurred pursuant to this Section 5.0, EMPLOYEE shall obtain advance written approval of the Town Manager.

6..0 GENERAL PROVISIONS

6.1 Death During Term of Employment. If the EMPLOYEE dies during the term of his/her employment, the Town shall pay to the EMPLOYEE's estate all the compensation which would otherwise be payable to the EMPLOYEE up to the date of the EMPLOYEE's death, including, but not limited to, payment for any unused leave days.

6.2 Conflict with Town Policies. In the event that the terms of this AGREEMENT conflict with any policy or procedure of the Town, including the Town's policy and procedure manual, the terms of this AGREEMENT shall govern.

6.3 Entire Agreement. This AGREEMENT represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to EMPLOYEE's employment by the TOWN and contains all of the covenants and agreement between the parties with respect to such employment. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promises not contained in this AGREEMENT shall be valid or binding upon either party.

6.4 Amendment. This AGREEMENT may only be amended by the mutual consent of the parties by an instrument in writing.

6.5 Applicable Law. This AGREEMENT shall be governed in all respects by the laws of the State of Montana. Any lawsuit arising from or alleging breach of this AGREEMENT shall be filed in Gallatin County, Montana.

6.6 Notices. Any notice required or permitted by this AGREEMENT shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by United States Postal Service, postage prepaid and addressed as follows (or as updated by the parties in writing from time to time):

To the Town of West Yellowstone:
Dan Walker, Town Manager
P.O. Box 1570
West Yellowstone, MT 59758

To Larry Jent:
P.O. Box 1437
West Yellowstone, MT 59758

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

EMPLOYEE

THE TOWN OF WEST YELLOWSTONE

Town Council Agenda Item Summary Report

Meeting Date:	
Item Title:	
Submitted By (Name/Title):	
Discussion Only	Discussion/Action
Funding Source:	Budgeted
Estimated Date of Completion:	

Item Summary



Staff Recommendation

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Suggested Motion

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Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795
info@westyellowstone.gov

HEALTHCARE SERVICES ADVISORY BOARD

BOARD MEMBER	APPOINTED	EXPIRES	EMAIL ADDRESS
Robin Eyman	04.08.2025	04.07.2029	robineyman@live.com
Kyle Goltz	04.05.2022	04.04.2026	kgoltz@hotmail.com
Kenny Jones	06.18.2024	06.17.2027	kjones@kennyjonesphoto.com
Jennifer Jordan	04.05.2022	04.04.2026	parksidept@outlook.com
Brad Schmier	03.03.2026	03.02.2030	bschmier@outlook.com

Greg Forsythe, Town Council Representative- concurrent with term gforsythe@westyellowstone.gov

Shane Grube, Fire Chief- concurrent with employment sgrube@hbrfd.com

5 member board, 4 year terms

1 council member, Fire Chief

UPDATED 07.23.2026-BW

From: [Brittany White](#)
To: [Elizabeth Roos](#)
Subject: FW: Healthcare Services term expired
Date: Wednesday, July 29, 2026 11:24:30 AM

Brittany White
Deputy Clerk/Permit Technician
Town of West Yellowstone
406.646.7795
bwhite@westyellowstone.gov

From: Kyle Goltz <kgoltz@hotmail.com>
Sent: Thursday, July 23, 2026 9:50 AM
To: Brittany White <bwhite@westyellowstone.gov>
Subject: Re: Healthcare Services term expired

Brittany,

I would like to be reappointed to the Healthcare Services Board.

Thanks,
Kyle

From: Brittany White <bwhite@westyellowstone.gov>
Sent: Thursday, July 23, 2026 9:02 AM
To: Kyle Goltz <kgoltz@hotmail.com>; Jennifer Jordan <parksdept@outlook.com>
Subject: Healthcare Services term expired

Hi Kyle and Jenny,

I wanted to let you know that your term on the Healthcare Services Advisory Board expired on **April 4, 2026**.

If you would like to be reappointed to the board, please reply to this email and let me know of your interest. The Town Council will consider reappointments at its next meeting, which is scheduled for **Tuesday, August 4, 2026**.

If you have any questions, please don't hesitate to reach out. Thank you!

Brittany White
Deputy Clerk/Permit Technician
Town of West Yellowstone
406.646.7795



Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795
info@westyellowstone.gov

WEST YELLOWSTONE PLANNING BOARD

BOARD MEMBER	APPOINTED	EXPIRES	EMAIL ADDRESS
Jerry Johnson, Chair	09.03.2024	09.02.2026	westmayor@aol.com
Casey McCray	05.19.2025	05.18.2027	caseymccray@gmail.com
Brad Schmier, Vice Chair	09.03.2024	09.02.2026	bschmier@outlook.com
Chipper Smith, County Designee	06.07.2024	06.06.2026	GCRCHIP@yahoo.com

ONE VACANCY-Must be a resident of West Yellowstone

Brian Benike, Town Council Representative- concurrent with term bbenike@westyellowstone.gov

Staff Support- concurrent with employment

Jon Brown, Public Services Superintendent jbrown@westyellowstone.gov

5 member board, 2 year terms

1 council member, 1 staff member

UPDATED 07.23.2026-BW



APPLICATION FOR BOARDS AND COMMITTEES

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

E-Mail Address _____

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

Are you a resident of Gallatin County? Yes No Length of residency in Gallatin County: _____

Board or Committee you are applying for: _____

Occupation: _____

Employer: _____

Have you previously served on a County or City board? Yes 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 résumé, if you prefer.

What are your primary objectives for serving on this board?

References (Individual or Organization)

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

An interview may be required if deemed necessary. Thank you in advance for your interest.

RETURN COMPLETED APPLICATION TO:

Gallatin County Commission
311 West Main, Room 306
Bozeman, MT 59715

PHONE: 406-582-3000

FAX: 406-582-3003

OR: Complete the application on-line and save it to your computer. Then email it as an attachment to Commission@gallatin.mt.gov

From: [lee sloan](#)
To: [info](#)
Subject: comment about our City park
Date: Sunday, July 26, 2026 7:09:56 AM

I recently visited our City park and was so impressed!! It looks dynamite!! Has really improved over the years! The grounds themselves are beautifully kept, even with concerts, sports events, car shows. Both lawn and trimmed trees look great. Basketball, volleyball, soccer...oh my! I watched the kids select their play-ground equipment to play on. Nice looking equipment...not your average teeter-totters. In perfect condition...nothing broken. not rusted. Even the bathrooms are better. Plenty of covered areas for pic-nics. Parking lot was full. What a nice welcoming impression it makes.

For all those involved making our park so pristine...keep up the good work!

Lee Sloan
long time resident