

Town of West Yellowstone

Tuesday, February 4, 2025

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

Department Reports

Discussion

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders

Claims

Business License Applications:

Consent Agenda

Minutes: **January 21, 2025 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing: Conditional Use Application, Quantum Print & Stitch, LLC

NEW BUSINESS

Conditional Use Application, Business License – Quantum Print & Stitch, LLC

Discussion/Action

Wild West Winter Block Party, amend insurance requirements

Discussion/Action

Town Council Priorities for 2025

Discussion/Action

Resolution No. 815, cash in lieu process for parking spaces

Discussion/Action

Correspondence/FYI/Meeting Reminder



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 for 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, 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 Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



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
52056		2088 Town West Yellowstone	873.90					
	02/01/25	utility chrgs, Chamber, 895	77.80		BLDGS	1000 411257	340	101000
	02/01/25	utility chrgs, UPDL, 892	127.00		BLDGS	1000 411252	340	101000
	02/01/25	utility chrgs, PS Shops, 884	58.70		BLDGS	1000 411253	340	101000
	02/01/25	utility chrgs. Povah Ctr, 887	108.75		BLDGS	1000 411255	340	101000
	02/01/25	utility chrgs, Police Dept, 886	74.77		BLDGS	1000 411258	340	101000
	02/01/25	utility chrgs, City Park, 885	187.47		BLDGS	1000 411253	340	101000
	02/01/25	utility chrgs, Library, 891	59.21		LIBBLD	1000 411259	340	101000
	02/01/25	utility chrgs, Twn Hall, 921	180.20		TWNHAL	1000 411250	340	101000
52060		73 Westmart Building Center	1,870.92					
	01/27/25	Street signal supplies	115.08		STREET	1000 430200	243	101000
	01/27/25	Street Supplies	787.99		STREET	1000 430200	220	101000
	01/27/25	Street Equip Repairs	94.99		STREET	1000 430200	369	101000
	01/27/25	Water Supplies	17.56		WATER	5210 430500	220	101000
	01/27/25	Police Supplies	6.17		POLICE	1000 420100	220	101000
	01/27/25	UPDL supplies	270.00*		UPDL	1000 411252	220	101000
	01/27/25	Town Hall supplies	11.87*		TWNHLL	1000 411250	220	101000
	01/27/25	Povah supplies	110.38		POVAH	1000 411255	220	101000
	01/27/25	Parks Supplies	395.16		PARKS	1000 460430	220	101000
	01/27/25	Paks sm equipm	31.34		PARKS	1000 460430	212	101000
	01/27/25	Recreation Supplies	30.38		REC	1000 460440	220	101000
52061		3242 Fisher's Technology	14.01					
	1446550	01/27/25 copy fee	14.01		FINADM	1000 410510	356	101000
52062		95 Energy West-Montana	4,594.44					
	01/30/25	nat gas 210361788 updl	112.89		UPDH	1000 411252	344	101000
	01/30/25	nat gas 210360293 Police	36.01		POLBLD	1000 411258	344	101000
	01/30/25	nat gas 210361746 Pub Services	1,305.09		STREET	1000 430200	344	101000
	01/30/25	nat gas 210361811 old firehall	379.34		PARK	1000 460430	344	101000
	01/30/25	nat gas 210363966 old bld ins	171.03		STREET	1000 430200	344	101000
	01/30/25	nat gas 210360540 library	549.02		LIBBLD	1000 411259	344	101000
	01/30/25	nat gas 210364599 Povah	1,094.79		POVAH	1000 411255	344	101000
	01/30/25	nat gas 210361697 Iris Lift St	55.27		SEWER	5310 430600	344	101000
	01/30/25	nat gas 210365425 Twn Hall	868.47		TWNHAL	1000 411250	344	101000
	01/30/25	nat gas 210361655 Mad Add Sewe	22.53		SEWER	5310 430600	344	101000
52072		3400 Julie Brown	1,395.00					
	013025	01/30/25 Library	225.00		LIBRY	1000 411259	357	101000
	013025	01/30/25 Rendezvous Ski building	120.00		TRLHD	1000 411256	350	101000
	013025	01/30/25 Town Hall	825.00*		TWNHLL	1000 411250	357	101000
	013025	01/30/25 Povah Building	225.00		POVAH	1000 411255	350	101000

01/31/25
15:03:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/25

Page: 2 of 6
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
52074		1514 Verizon Wireless	1,288.04					
		23 Smartphones						
		7 laptops						
	01/20/25	640-0108, Police	43.82		POLICE	1000 420100	345	101000
	01/20/25	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	01/20/25	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	01/20/25	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	01/20/25	640-0141 Street SP	43.82		STREET	1000 430200	345	101000
	01/20/25	640-0159 Street SP	43.82		STREET	1000 430200	345	101000
	01/20/25	640-0606 911 Dispatch	43.93		911	1000 420160	345	101000
	01/20/25	640-1103, Operator SP	43.82		STREET	1000 430200	345	101000
	01/20/25	640-1460, Library Dir, SP	43.82		LIBRAR	2220 460100	345	101000
	01/20/25	640-1461, S & W operator, SP	43.82		SEWER	5310 430600	345	101000
	01/20/25	640-1462, S & W Super, SP	43.82		WATER	5210 430500	345	101000
	01/20/25	640-1463, Deputy PSS, SP Sspnd	43.82		PARKS	1000 460430	345	101000
	01/20/25	640-1472, Ops Mgr, SP	43.82		ADMIN	1000 410210	345	101000
	01/20/25	640-1676, Rec Coord, SP	43.82		REC	1000 460440	345	101000
	01/20/25	640-1754, COP, SP	43.82		POLICE	1000 420100	345	101000
	01/20/25	640-1755, Police	43.82		POLICE	1000 420100	345	101000
	01/20/25	640-1756, Police	43.82		POLICE	1000 420100	345	101000
	01/20/25	640-1757, Police	43.82		POLICE	1000 420100	345	101000
	01/20/25	640-1758, Head Dispatcher	43.82		DSPTCH	1000 420160	345	101000
	01/20/25	640-1759, Police	43.82		POLICE	1000 420100	345	101000
	01/20/25	640-7547, WS Super	43.82		SEWER	5310 430600	345	101000
	01/20/25	640-9074, PSS, SP	43.82		STREET	1000 430200	345	101000
	01/20/25	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/25	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	01/20/25	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/25	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	01/20/25	640-2354 Social Services	43.82		SOCSER	1000 450135	345	101000
	01/20/25	640-2629 City Judge	43.82		COURT	1000 410360	345	101000
	01/20/25	640-7108 Police Officer	43.82		POLICE	1000 420100	345	101000
	01/20/25	640-7873 Equip Operator	43.82		STREET	1000 430200	345	101000
52075		3452 Local Government Services	170.00					
	5223Towy	01/06/25 LGS Fees	170.00		FINADM	1000 410510	631	101000
52076		547 WY Chamber of Commerce	1,885.00					
	TOWY012025	01/15/25 ReimburseVICcleaning12/24	1,885.00		LEGIS	1000 410100	870	101000

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
52078		3495 WW Entertainment, LLC	25,000.00					
	WWWBP	01/29/25 WWVBlockParty3/7-8/25	25,000.00		MAP	2101 410130	398	101000
52079		42 Fall River Electric	8,642.52					
	01/17/25	PARK, old firehouse 2901001	434.49		PARK	1000 411253	341	101000
	01/17/25	povah comm ctr 4212001	300.69		POVAH	1000 411255	341	101000
	01/17/25	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	01/17/25	RR Well 4212005	86.18		WATER	5210 430500	341	101000
	01/17/25	IRIS LIFT STATION 4212006	400.79		SEWER	5310 430600	341	101000
	01/17/25	POLICE 4212008	466.55		POLICE	1000 411258	341	101000
	01/17/25	TOWN HALL 4212009	348.36		TWNHLLA	1000 411250	341	101000
	01/17/25	ICE RINK 421010	81.35		PARKS	1000 411253	341	101000
	01/17/25	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	01/17/25	Sewer Plant 4212012	1,442.37		SEWER	5310 430600	341	101000
	01/17/25	South Iris Street Well 4212013	186.60		WATER	5210 430500	341	101000
	01/17/25	Hayden/DeLaceyPump 4212014	264.97		SEWER	5310 430600	341	101000
	01/17/25	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	01/17/25	911 Tower 4212016	163.07		911	2850 420750	341	101000
	01/17/25	MADADD H20 Tower 4212017	55.76		WATER	5210 430500	341	101000
	01/17/25	SHOP 4212018	325.23		STREET	1000 430200	341	101000
	01/17/25	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	01/17/25	ANIMAL 4212029	188.07		ANIML	1000 440600	341	101000
	01/17/25	CLORINATOR 4212030	82.38		WATER	5210 430500	341	101000
	01/17/25	Electric Well 4212031	66.15		WATER	5210 430500	341	101000
	01/17/25	PARK 4212032	304.44		PARKS	1000 411253	341	101000
	01/17/25	UPDL 4212041	555.39		UPDL	1000 411252	341	101000
	01/17/25	861PowerLinTREATSERV 4212046	1,195.15		SEWER	5310 430600	341	101000
	01/17/25	LIBRARY 23 dunraven 4212054	165.28		LIBR	1000 411259	341	101000
52080	E	2088 Town West Yellowstone	10,600.00					
This is the reimbursement of MAP Funds to the Town to help pay for the League of Cities and Towns Conference that was held in October.								
		11/05/24 MTLCT Confer Reimbursement	10,600.00		MAP	2101 410130	398	101000
52081		2813 Century Link	994.32					
	01/19/25	911 ALI/SR 255-9710	381.47		911	2850 420750	345	101000
	01/19/25	BSLANlog 255-9712/0133,5127	125.25		POLICE	2850 420750	345	101000
	01/19/25	BSLANlog 646-5170,5173,5179	167.60		POLICE	2850 420750	345	101000
	01/19/25	Alarm Lines 646-5185,7256	105.20		TWNHLL	1000 411250	345	101000
	01/19/25	Police - 646-7600	214.80		POLICE	2850 420750	345	101000

01/31/25
15:03:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/25

Page: 4 of 6
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
52083		709 TD&H Engineering	18,228.16					
	41422	01/21/25 Professional fee	18,228.16*		PLNNG	1000 411000	357	101000
52087		1 First Security Bank of BZN, Div	38,835.69					
	11800639-1	02/01/25 Little RangersPrinc	34,099.41*		DEBT	1000 490500	610	101000
	11800639-1	02/01/25 Little RangersInterest	4,736.28		DEBT	1000 490500	620	101000
52088		1 First Security Bank of BZN, Div	43,855.93					
	61600020-1	02/01/25 80Acres Princi	38,277.78*		DEBT	2100 490200	610	101000
	61600020-1	02/01/25 80Acres Princi	5,578.15*		DEBT	2100 490200	620	101000
52089		3503 Montana Court's Limited	225.00					
	012225	01/22/25 CourtClerksSpringConfer4/14-17	225.00		COURT	1000 410360	380	101000
52090		999999 LIWEN CHANG	85.00					
	01/08/25	Exonerated Bond-Chang	85.00		COURT	7469 212401		101000
52091		999999 NINA SANTILLAN	350.00					
	01/26/25	RefundCleanDep1/25/25	350.00		POVAH	2210 214001		101000
52092		2455 Tri State Excavating, LLC	2,642.81					
	16530SDec	01/24/25 Snow removal 12/24	2,642.81		STREET	1000 430200	357	101000
52093		3422 Sprinter Heating & Air LLC	1,784.34					
	22402	01/28/25 Povah heater	1,784.34		POVAH	1000 411255	350	101000
52094		3365 Joe Johnson Equipment	155.00					
	P02402	12/12/24 Vehicle repair	155.00		STREET	1000 430200	361	101000
52095		65 Tractor & Equipment	565.88					
	471395	01/10/25 Parts for 904	3,777.64		STREET	1000 430200	369	101000
	2783796	01/29/25 Credit	-3,211.76		STREET	1000 430200	369	101000
52096		2586 Waxie Sanitary Supply	1,034.32					
	82986558	01/21/25 Supplies	1,034.32		PARKS	1000 460430	220	101000
52097		3386 Eagle Safe Surfaces Colorado	522.42					
	6002195	01/27/58 EquipmentRepaid supplies	522.42		STREET	1000 430200	220	101000

01/31/25
15:03:21

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/25

Page: 5 of 6
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
52098		3504 NC Machinery	1,293.37					
	2774836	01/16/25 EquipRepairs supplies	1,293.37		STREET	1000 430200	369	101000
52099		2800 RDO Equipment Co.	344.65					
	7997416	01/29/25 EquipRepairs supplies	126.05		STREET	1000 430200	369	101000
	7976216	01/20/25 EquipRepairs supplies	218.60		STREET	1000 430200	369	101000
52100		3241 Bridger Analytical Lab	300.00					
	2501228	01/16/25 Testing fees	300.00		WATER	5210 430500	348	101000
52101		471 Northwest Pipe Fittings, Inc.	1,872.51					
	5257092	01/21/25 Supplies hydrant	1,872.51		WATER	5210 430550	369	101000
52102		3391 TSC Corner Station, INC.	31.05					
	01/27/25	Fuel	31.05		STREET	1000 430200	231	101000
52103		1583 Polaris West	239.99					
	01/16/25	EquipmentRepairs	120.00		SEWER	5310 430600	369	101000
	01/16/25	EquipmentRepairs	119.99		WATER	5210 430500	369	101000
# of Claims 30			Total: 169,694.27					
Total Electronic Claims			10,600.00	Total Non-Electronic Claims		159094.27		

Fund/Account	Amount
1000 General Fund	
101000 CASH	82,248.66
2100 Local Option Taxation-Resort Tax	
101000 CASH	43,855.93
2101 Marketing & Promotions (MAP)	
101000 CASH	35,600.00
2210 Parks & Recreation	
101000 CASH	350.00
2220 Library	
101000 CASH	43.82
2850 911 Emergency	
101000 CASH	1,052.19
5210 Water Operating Fund	
101000 CASH	2,869.95
5310 Sewer Operating Fund	
101000 CASH	3,588.72
7469 City Court - Judge Jent	
101000 CASH	85.00
Total:	169,694.27

Town of West Yellowstone
Town Council Meeting
January 21, 2025

TOWN COUNCIL MEMBERS PRESENT: Mayor Jeff McBirnie, Lisa Griffith by Zoom, Travis Watt, Jeff Mathews, Brian Benike

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Chief of Police Chris Wigner, Town Attorney Jane Mersen is present virtually by Zoom

Present by Zoom: Jan Neish-Island Park News,

The meeting is called to order by 2024 Mayor Jeff McBirnie at 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

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

WORK SESSION

Mayor McBirnie calls the meeting to order. The purpose of the meeting is to discuss Town Council priorities for the upcoming year. Town Manager Dan Walker explains that there are three reasons for the Council to set priorities: to establish focus for the Council, to give direction to the Town Manager and staff, and provide transparency for the constituents. Town Manager Dan Walker briefly addresses the priorities of 2024, what was accomplished and what is still in progress. He notes that working towards the development of the 80 acres included completing an update of the zoning code, awarding the bid and starting construction of the wastewater treatment plant. The WWTP is progressing on schedule, Forsgren Associates will be present at the meeting on February 18 to update the council in more detail on the project. He reports that the housing needs assessment and housing strategy report were completed and approved. The released and RFP for engineering services and completed that process. They supported the work of advisory boards including passing legislation to regulate outdoor displays and sales and an attractive streetscapes project. Infrastructure projects included new streetlights on Highway 20, new lights on Electric Street and the Electric Street Courts, sealcoating on the east/west avenues, tree project on Canyon Street, new roofs on the Police Station and Museum (Depot). He explains that they reviewed the calculator for SFE connections (single family equivalency) and complied with the lead and copper federal mandate. Ongoing projects include identified capital projects, the 80 acres zoning map, community meetings for the 80 acres-specifically housing meetings, and the Mammoth Room project. Walker addresses identified priorities that need further discussion or reprioritized including review of the Growth Policy, reviewing advisory boards, Town Policy Manual, improved community communications, and support for advisory board projects. Ongoing large-scale projects that are in progress include the development of the 80 acres, water rights/new water well, wastewater treatment plant, housing solutions. Walker also mentions other completed tasks and highlights from 2024 including hiring a new patrol officer, dispatcher, equipment operators, assistant librarians, social services assistant, and chief of police. He mentions three outstanding lawsuits against the Town: Moonrise Meadows, West Development, and the Madison Addition Property Owners Association, that are in progress. He asks if the Council has any comments. Mathews says that the Parks & Recreation Advisory Board would like to see progress on the Frontier Trail. Griffith says she thinks updating the Growth Policy and providing direction to the Advisory Boards should be priorities. Walker identifies primary projects to consider for 2025 including completion of 2024 projects, water rights/water well, growth policy review, 80 acres planning, cemetery expansion project, parks master plan, parking ordinance review, Mammoth room repairs. Walker shares identified secondary projects including improved community communications, support for the Advisory Boards projects, resort tax ordinance review, establishing a Deputy Clerk/Permit Technician position, review advisory boards, update Town Police Manual, county-wide EMS.

Mayor McBirnie asks each Council Member to share their thoughts on primary and secondary priorities. Watt agrees with what has been presented. He does think they should again review the SFE calculator. He thinks they should also focus on the components of the 80 acres planning including housing strategy, subdivision planning, infrastructure development, etc. Griffith says she thinks additional public restrooms should be prioritized. She thinks they should consider a

policy on building to start prior to completion of the wastewater treatment plant and the Hebgen Basin Fire District agreement. Benike says he agrees with what has been presented. He says he would like to see the Town portion of the Frontier Trail completed. He does think they need to revisit the SFE calculator and is interested in what TDH will recommend. Mathews says the SFE review should include water hookup analysis. He says the advisory boards function better when it is more definitive and clear as to what their priorities are. McBirnie also agrees with what has been identified. He agrees that they need more public restrooms in the downtown area. He also agrees that the SFE calculator and water connections need to be reviewed annually.

Vic Redding asks the Council to consider prioritizing allowing building in Town to begin prior to completion of the wastewater treatment plant. He encourages the Town to put a working group together and make a recommendation for a way forward. He asks them to consider property tax implications, supporting the construction workforce, and inflation. Jan Neish suggests making the Deputy Clerk/Permit Tech position a primary priority. Shane Grube, Hebgen Basin Fire District (HBFD) Chief, reports that there was a hearing today on HB 162 to add “workforce and community housing projects” to the definition of infrastructure for resort tax. Grube also explains that the current agreement with HBFD stipulates that they review the payment schedule every ten years, he asks that the Town make reviewing the payment schedule to HBFD a priority for 2025.

Public Comment Period

No public comments are received.

Council Comments

Mayor McBirnie reports that they are looking at the evaluation tools used by other cities and they are looking at using a different format. He says he will forward some ideas and will be looking for feedback from the Council before the Town Manager evaluation.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$140,832.77. (Benike, Watt)
- 2) Motion carried to approve the minutes of the January 7, 2025 Town Council meeting with the amendment that Lisa Griffith was present at the meeting by Zoom. (Benike, Mathews) Griffith is opposed, motion passes.
- 3) Motion carried to approve Resolution No. 813, a resolution to establish a process for allocating and collecting water and wastewater connection and usage fees. (Watt, Mathews)
- 4) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award \$7775 to the 2024-2025 Kids N Snow Event Series. (Benike, Mathews)
- 5) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award \$25,400 to SnowShoot 2026 (held in 2025). (Benike, Mathews) Watt abstains, motion carries.
- 6) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award \$40,000 to the Octane Expo and Snowmobile Rodeo Event. (Benike, Mathews)
- 7) Motion carried to approve the Encroachment Permit for the Octane Rodeo & Vintage Race Event to close portions of Gibbon and Dunraven prior to the event, March 5-9, 2025. (Watt, Benike)

- 8) Motion carried to approve Resolution No. 814, a resolution that exempts the open container ordinance in Pioneer Park during the Octane Rodeo & Vintage Race Event in Pioneer Park, March 7-8, 2025, between the hours of 8 AM and 6 PM. (Watt, Mathews)
- 9) Motion carried to approve Outside Amplification Permit for the Octane Rodeo & Vintage Race Event, March 7-8, 2025, between the hours of 8 AM and 5 PM. (Watt, Benike)

DISCUSSION

- 3) Town Manager Dan Walker explains that the purpose of this resolution is to establish a process and timeline to allocate and collect connection and usage fees to the utility system. Griffith asks several questions about the resolution, building permits, and ADUs (additional dwelling units). She recommends that they additionally revise the resolution. She also questions why they would only refund 95% of the fee paid. Vic Redding points out that if the Council will consider allowing building to start before capacity is available, that would be in direct conflict with #3 in the resolution. Neish asks if the policy would only be in effect moving forward. Walker agrees that it is the intent that it would apply to all permits going forward. Forsythe asks if the Council passes this resolution, the Council could not permit the issuance of building permits. He says it was his understanding that the Council would discuss issuing building permits in February. The Council responds that issuing building permits is a separate issue that they can revisit at a different time.
- 4) John Greve, Secretary for the Marketing and Promotions Fund Advisory Board. Greve points out that two of the Kids N Snow Events have already occurred. He says that the application was submitted before the new regulations that pertain to administrative expenses went into effect. He says this is the same situation for SnowShoot 2026. Considering that both applications exceeded the new regulations for administrative expenses but were submitted before they went into effect, the board voted to recommend approval. He says that the application for the Octane Expo complies with the new regulations and therefore they recommend approval.
- 5) Marge Wanner reports that this event does put a lot of heads in beds, even though the event is largely held out of the public eye.
- 6) Katrina Mann addresses the Council regarding the new event. She explains that the event is attracting some big-name snow cross riders and they are excited to bring a snowmobile event back to West Yellowstone. Tyler Johnson, the organizer of the event, reports on the planning for the event.
- 8) Grube comments that they should consider that they have lifted the open container for both events and should consider the area of town in between each location.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker reports on a Zoom call that he and staff members participated in with our new House Representative, Cora Neumann. Walker says it was an opportunity to address current issues that are facing the Town with our new legislator. He says they discussed the process for issuing commercial building and zoning permits, subdivision approval process through Montana DEQ, allocation of PILT funding, mental health issues, and general housing issues. He reports that Neumann will be visiting West Yellowstone in the near future. He reports that they had their monthly engineering meeting with TDH and discussed water rights, parking, Mammoth Room, and remodel to the Police Station. Walker says they have hired a new police officer that has passed the background investigation and anticipates starting work on February 17. They have also made a conditional offer to a dispatcher, pending background. In February, the Department Heads will make their annual reports, Forsgren Associates will report on progress of the WWTP, and the Town Manager evaluation.

The meeting is adjourned at 7:45 PM.

Mayor

ATTEST:

Town Clerk

DRAFT

TOWN OF WEST YELLOWSTONE

1/23/2025 – 1/29/2025 Weekly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Dispatchers	6	5	1
Police Officers	7	5	2

Operations:

Operations Tempo				
	Current Stats	Previous Week	Monthly	2025 Total
Calls Total	101	115	435	435
Reports Total	2	1	5	5
Citations	1	4	7	7
Warnings	16	34	91	91
Arrest	1	1	2	2
DUI	0	1	1	1
Fire/EMS Calls	8	9	30	30
Patrol Checks	28	22	88	88
Public Assist	6	6	19	19
Agency Assist	3	4	13	13
Crashes	3	2	21	21
Search and Rescue	0	2	4	4



TOWN OF WEST YELLOWSTONE

PERSONAL:

- Jess has gone to night shift and is finishing up her 10th week of training
- Background check on dispatch applicant has started.
- We have received an applicant for a police officer position from Idaho that will be sent to the public safety commission for a review.

TRAINING:

- County Attorney's office can to West Yellowstone to meet everyone and to see about out needs and discussed training.
- Training on Marijuana DUI will take place next month by the Assistant Attorney General.

Other:

- Chief Wigner meet with the Sheriff and Under Sheriff. Some of the topics discussed was mutual aid and training between the two agencies.
- Chief Wigner met with the city attorney to discuss cases and how we would move forward.
- We are finalizing the quotes to look at switching from the F-150 to the Expedition.
- Home Depot donated kids' activity kits and we in the process of scheduling a Crafts with a Cop event next month.
- Stats were corrected as an arrest last week was a DUI and it did not reflect in the stats.





JANUARY 31, 2025

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- We are working on multiple event permits, permits for summer are starting to come in:
 - Yellowstone Rendezvous Race, March 8, 2025
 - Wild West Winter Block Party, March 7-8, 2025
 - Octane Rodeo and Vintage Race, March 7-8, 2025
 - Yellowstone Half Marathon & 5K, June 13-14, 2025
 - Old Faithful Christian Ranch Community Outreach Project, August 7, 2025
- The first meeting of the Study Commission was held January 28, 2025. Email addresses have been set up and the commissioners are planning to participate in a couple webinar hosted by the MSU Local Government Center in February. The next meeting is scheduled for February 25, 2025.
- Participated in a Planning Board meeting on January 24, 2025. Topics included review of the Conditional Use Application for Quantum Print & Stitch, LLC at 505 Cascade and preliminary drafts of the zoning map for the 80 Acres. I think we need to start thinking about a new street name for the west side of the development that starts with the letter "J."
- Prepared and distributed W2 forms to 58 people for 2024
- Participated in the Core Values exercise, attended multiple Wolverine basketball games, provided childcare at the Community Housing Meeting
- Prepared and distributed the Town Council Agenda & Packet for February 4, 2025.





Highlights

Week of January 24th, through January 30th, 2025
Job and Social Services

Overview

of Clients Served: 33

Last Week Clients Served: 15

Highlights

Bozeman Trip

Dianna and Tia headed to Bozeman on Tuesday for an exciting donation. Two members of the community organized a donation through Costco so the department could go grab canned meats for the lobby. Canned chicken, tuna, chili, pepperoni, and some muffins are now able to be placed in the lobby for people to enjoy.

The team has been working on getting things organized and noticed a massive amount of donated toiletries. With all the surplus, the team went to the Warming Center to drop off extra soap, shampoo, conditioner, and lotion to help keep the basement organized as well as helping others.

2024 Review	Outcome
<p>Dianna and Tia are working on the 2024 review for the presentation on February 4, 2025.</p>	<p>Just taking all the points gathered by Dianna and Tia is putting in slideshow.</p> <p>The team will go over the presentation on Friday and Monday to make sure it is ready for Tuesday.</p>

Donations

The department has received a few food donation items from members of the community. Including a 200 lbs donation of meat from a generous family. As well as some household items from the police station.

Volunteer Outreach Update

This week Job and Social Services has had two volunteers this week who are working hard keeping the clothing bank clean and up to date.

Public Assistance

This week, Job and Social Services was able to assist with phone issues for a client in need. As well as assisting a client with finding mental health resources. Clients are making appointments more and more which allows the team to be able to assist them in a timely and detailed manner. A client received their monthly food box.

Upcoming Events:

6 month calendar of activities/ classes at the Povah Center is still in

the works and Dianna and Vely are working to get that completed.

Notes

-



Week of 01.27.2025

Worked on the WWTP invoice tracker for our grants and loans. We had that little fear about federal loans and grants being put on pause but that has now all been rescinded.

Processed 1099s for 2024.

Completed another week of the Fundamentals of Government course.

Attended the Core Values training this week that was held by Dan.

Also met with Dan this week to go over a few things that I'm working on for 2025. Looking forward to sharing with the Council on 02/04.

Peggy worked on utility billing this week and also getting our claims scanned into Black Mountain Software.

Public Services Dept. Bi-Weekly Report: Jan 17th through Jan 30th, 2025

Work Performed

- Snow removal, groom/ maintain snow floor. Cleared around hydrants and electrical/ signal boxes, sightline hazards, haul away snow in inner parks to make room for future storms, sanding intersections.
- Water line rupture (118 Electric, Days Inn), the town had to isolate off the mainline due to the residential shutoff valve freezing and cracking.
- Frozen IP valve #8 at WW plant addressed, opened bypass cell #7 to thaw out isolation valve. Repaired broken cable on suspended aeration lines on Cell-A.
- Removing roof snow from the dining hall and ice on rear overhang at Library.
- Ice rink maintenance.
- Event support: Dog Sled Race Series.
- Winter signage repairs.
- Repair pressure switch, replace blower motor and flame sensor for admin area at Povah Ctr. Clean up contacts for ADA operator on east man door, fix west stairwell banister, replace south door exit light, photocell battery on flagpole. Call for the south oven not working properly. Install new sink fixture at city park RR's, repair door stalls. Ordering control module and anode for water heater at Town Hall. Redoing insulation at city parks restrooms. Replacing bay door #2 operator at PW shop. Patching holes in drywall, repainting needed areas. Adjusting door closers and tightening hardware. Replacing flush sensors on lavatory fixtures. Install a new battery at Chlorine Building and replace pressure gauge at Well #3, repaired baseboard heater. Installed new blower and wet well circulator fan at Iris station.
- Vehicle and equipment repairs: ongoing. Zamboni repairs to new drag, water S/O valve, replace fill couplers. Weld on Henke vee-plow for snowshoe legs on 938 again. Repair doors on trash trailer. Install new mirrors and wipers on the payload. Change oil on social services expedition and replace wipers. Oil changed on 2017 2500HD, wiper motor replaced, tires rotated, gearbox serviced. Replace drive chain cover. Repair retired police snowmobile. Hydraulic fittings and lines repaired on equipment.
(These cold temperatures are very challenging to get vehicles and equipment going. We should be thinking about some heated storage down the road, it would go a long way.)
- Continue to spray down dump bodies with snow releasing agent.
- Help property owners with any potential freezing issues during winter.
- Work with property owners on water meter repairs and replacements.
- Sort through park shop and PW supplies for restock and disposal of expired chemicals
- Flush SAS service laterals and mainlines that continue accumulating debris.
- SAS weekly manhole/ problem areas inspections: ongoing.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing. Fixing broken lines, Curb-stop requests.
- Building maintenance and service calls: ongoing.
- Daily trash trailer/ refuse route: ongoing. Litter collection through alleyways and snow parks: ongoing.

- Utility locates ongoing.
- Respond to vandalism: ongoing.
- Haul away abandoned vehicles.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Fix damaged castings and signage: ongoing.

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and continue building morale for employees: ongoing.
- Met with residents and business owners regarding complaints: Ongoing. Snow Wars.
- Meetings/ Calls to: Planning Board, Hyalite Engineers, 811 Locating Services, USIC, EZ Exteriors LLC, I-Worq's, Larue, Kully Supply, Action Lighting, MMC Mechanical, Geneva Equipment, J & V Supply, National Sign & Barricade, Republic Services, Platt Electric, Sessions Electric, Swiss Precision, Yellowstone Paving Solutions, Titan Machinery, NW Pipe, The Door Man, Joe Johnson Equipment, MDOT, TD&H, Systems NW, Mountain Alarm, All-State Machine Shop, Torgeson's, Fall River, MH Valve Co., Great White Construction, Department Heads, T&E CAT, MySlik, Zamboni, Napa, Brady Plus, SHPO, ASI, Ed Geiger, Sprinter Heating & Cooling, WY Log Chinking, Bridger Built, 3H Construction, Stress Crete, Tri-State, Freightliner, Broadwater Equipment Services, Smart Cover, Door Guys of Montana, Dijulio Displays, RDO, John Deere, Town Manager: Core Values, Engineers Code Enforcement, Electricians, Plumbers, HVAC, and GC's, Hannah Snyder on wastewater issues and background on our facilities. Dog Sledding event folks, Tyler Johnson regarding upcoming Octane Rodeo, Public Works Crew to address ongoing laundry list items.
- Discuss snow removal procedures with businesses and residents.
- Reach out to Inland Potable Services and Midco to get bids on cleaning Whiskey Springs Holding Tank again this fall.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Follow up with Curt Owen at Freightliner on used 2016 Freightliner with 30 yd Demko side dump. Test drove this unit 2 weeks ago, we'll be needing something similar. Especially as we upgrade trucks. We also need to start considering our solids handling operations once the WW plant is online.
- Working through sidewalk inventory and identifying ADA compliance hazards.
- Putting together Excel spreadsheet, CIP tracker to better monitor PW categories and budget processes.
- Submit departmental report to the Town Manager.
- Code bills and submit check request: ongoing.
- Put together next month's "On-Call" schedule for the crew.

- Seek additional training opportunities for the crew.
- Signed KC up for codes conference in Helena in March.
- Look for a beneficial APWA conference to attend this spring or summer.
- Evaluate building and infrastructure issues, coordinate repairs as needed.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet point 1/28/2025
Date: Thursday, January 30, 2025 4:54:32 PM

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, January 30, 2025 4:05 PM
To: Dan Walker <dwalker@townofwestyellowstone.com>; Jon Simms <jsimms@townofwestyellowstone.com>
Subject: Bullet point 1/28/2025

Bullet points 1/28/2025

- #1 Safety crew training
- #2 DRG Prep
- #3 Year end recap prep
- #4 Site inspection Days Inn
- #5 Outdoor amplification violation courtesy visit

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING CONDITIONAL USE APPLICATION 505 Cascade Avenue Quantum Print & Stitch, LLC

NOTICE IS HEREBY GIVEN that the Town of West Yellowstone has received a Conditional Use Application from Quantum Print & Stitch, LLC to conduct a business of printing and production of custom printing and embroidery of garments and other promotional items at 505 Cascade Avenue. The application is for a home occupation. The property is located in the R-2, Residential, Medium Density, Zoning District. Home occupations are allowed in the R-2 Zoning District as a conditional use.

The Town will conduct two public hearings on this application: The **Planning Board** will conduct a **Public Hearing on January 24, 2025 at 1:00 PM**. The Planning Board will also make a recommendation to the Town Council and add any relevant conditions to mitigate potential impact of the business. The West Yellowstone Town Council will also conduct a **Public Hearing during the Town Council Meeting on February 4, 2025, which begins at 7:00 PM**. The Town Council shall either approve or deny the application. Both meetings and hearings will also be broadcast by Zoom, **Meeting ID 893 834 1297**. Complete copies of the application and the Town of West Yellowstone's zoning code are available at the Town Offices, 440 Yellowstone Avenue, West Yellowstone, Montana. The Town's zoning code, Chapter 17 of the West Yellowstone Municipal Code, may be accessed on the Town's website: www.townofwestyellowstone.com.

Both meetings will be held at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Oral testimony may be delivered during the meeting. Written testimony may be submitted until the date of the hearings to the Town Clerk at the Town Offices, 440 Yellowstone Avenue, or by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information, please contact the Town Clerk by email or phone at 406-646-7795.

Elizabeth Roos
Town Clerk



REQUEST FOR CONDITIONAL USE

Town of West Yellowstone
Gallatin County, Montana

DATE: 12/19/24
APPLICANT: Megan Burns
ADDRESS: 505 Cascade Ave. West Yellowstone MT. 59758
PHONE: 706-363-2840
INTEREST IN PROPERTY: _____

OWNER OF RECORD'S SIGNATURE: [Signature] for Clyde Seely

1. LEGAL DESCRIPTION:
Subdivision: Madison Addition
Block: 6 Lot: 11
Zoning District Number: R-2

2. Please state specifically the proposed conditional use including the construction, size, and all relevant details regarding the proposal. Permitted conditional uses are listed in Section 17.32.050 of the West Yellowstone Municipal Code.
Per WYMC 17.12.025 Home based Occupation.
Printing / Embroidery

3. Application Fee: \$150.00 Paid \$150.00 Date 12/26/24

[Signature]
Signature of Applicant

For Office Use Only:
DECISION BY TOWN COUNCIL

12/19/24
DATE

Approved Disapproved

Mayor/Operations Manager

DATE

January 21, 2025

Elizabeth Roos
Town Clerk
Town of West Yellowstone
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758

Dear Ms. Roos,

I am writing in response to your request for clarification regarding my home-based business application, in accordance with the Town of West Yellowstone Zoning Code 17.209.040(D). Please find below my responses to the specific points of concern:

1. **ADA Compliance:** As this is a home-based business with no external clients or employees coming to the premises, ADA compliance is not applicable in this case.
2. **Air Quality Impacts to Adjacent Landowners:** The equipment used in the business does not affect air quality, and we do not anticipate any impacts to neighboring properties.
3. **Signage Proposed with the Home Occupation:** No signage will be displayed for the business at any time.
4. **Employees:** The only employees will be the current residents of the home, with no external staff employed.
5. **Expected Water and Sewer Use:** The machine and operations involved in the business do not require water or sewer usage.
6. **Hours of Operation:** The business will primarily operate during daytime hours, with the possibility of some nighttime production hours as necessary.
7. **Lighting Impacts to Adjacent Landowners:** There will be no additional lighting that would impact neighboring properties.
8. **Noise Increase from Normal Residential Use:** The noise level generated by the business will be consistent with the noise levels expected from normal residential use and will not exceed them.

If you require any further clarification or documentation, please feel free to reach out. Thank you for your attention to this matter.

Sincerely,



Megan Burns
Quantum Print and Stitch
706-363-2840

January 24, 2025

Planning Board Meeting

1PM – West Yellowstone Town Hall, 440 Yellowstone Avenue

The meeting is held in person at the Town Hall and also broadcast over the internet using Zoom.

Planning Board Members Present: Jerry Johnson, Chipper Smith by Zoom, Keith Hendrickson by Zoom, Jeff Mathews, Rob Klatt, Brad Schmier, Jon Simms – Public Services Superintendent

Others Present: Building Official KC Tanner, Town Manager Dan Walker, Hyalite Senior Planning Consultant Scott Hazelton, Town Clerk Liz Roos, Mayor Jeff McBirnie, Council Member Brian Benike

Public Comment Period: Town Manager Dan Walker comments that one of the priorities for the Town Council this year is going to be updating the Growth Policy. He says they will be asking the Planning Board to review the document and make possible recommendations.

Minutes

Motion carried to approve the minutes from November 1, 2024 Planning Board Meeting. (Simms, Klatt)

Public Hearing: Quantum Print & Stitch LLC

Chair Jerry Johnson opens the hearing and reads the hearing notice. The hearing was advertised in the Bozeman Chronicle, posted publicly and online. Deputy Public Services Superintendent/Code Compliance Officer KC Tanner summarizes the type of business, a home based business that will be located at 505 Cascade Avenue. The applicant has submitted a letter addresses the eight considerations from the zoning code for the Planning Board to review. Town Manager Dan Walker points out the four criteria from the zoning code that the business must meet including: No public comments are received.

The Planning Board discusses the application. Mathews asks about the volume of product that will be produced at this location and expresses concern about the impact truckloads of product could produce. Chris Wigner responds that the bulk of their business is taking place in Georgia, they will just handle overflow here. He says that shipping will take place from the post office. Schmier applauds the applicant for following the correct process. Johnson expresses concerns about the noise that might be created and if they should

consider time limits. Chris Wigner says that they have just one embroidery machine in their basement, which cannot be heard from outside the residence. Klatt asks about whether the Madison Addition Homeowners Association has reviewed the application. Walker responds that a home occupation is allowed in the zoning code as a conditional use. Chipper Smith says that home occupations are allowed as a permitted use in the Madison Addition.

Motion carried to recommend approval of the conditional use application with the condition that they comply with any established noise ordinance. (Klatt, Schmier) Mathews is opposed, motion passes.

Johnson makes a secondary motion carried to approve with the conditional use application with the condition that the business only operate between the hours of 8 AM and 6 PM. The motion fails for lack of a second. Smith says that it doesn't sound like the machine is going to create more noise than a typical television and is concerned about enforcement. He says that if there is a complaint, then they can address the issue at that time.

80 Acres Zoning Map

Scott Hazelton is connected to the meeting by Zoom. He presents multiple layouts of the 80 acres for consideration, pointing out areas designated for snow storage and different types of use. Walker makes a couple points for the board to consider, including snow storage areas, access to USFS trails, density, and points out that single family homes are allowed in all districts-even if they are zoned for higher density. Schmier points out that the blocks to the west of Iris are laid out in one of the drafts just like the existing blocks in Old Town. They discuss snow storage and what is the best location with space and access. They consider the placement of zoning areas, mixing densities, and access to forest service roads. Klatt expresses concerns about putting in any B-3 zoning for commercial uses. Johnson emphasizes that they really need to focus on residential. Walker says that they can put in transitional zoning areas that can be changed in the future so they can focus on residential first. Smith expresses concern about laying out lots that will be used residentially with the same size of snow storage areas. Simms thinks they should focus on the area south of the drainage ditch prior to the land west of Iris Street, but does recognize that area is covered with trees. Simms estimates that they are using 30 acres now for snow storage. The Board discusses the number of access points they have to maintain to the forest. Hazelton indicates that he will work on gathering some more input regarding snow storage and access and will put together new drafts for the next meeting in a few weeks. Schmier asks what everyone thinks about Simms' suggestion to focus on the area south of the drainage ditch. Walker says that area will be a lot more expensive to develop. Hazelton

says that they should also pay attention to SB 146, a potential bill that would take away a Town's ability to zone property for anything except the government's highest interest to protect health and safety.

The meeting is adjourned at 2:25 PM.

Minutes Approved: _____

Town Clerk Liz Roos

DRAFT

RECEIVED

DEC 19 2024



Town of West Yellowstone Business License Application

Business Name: Quantum Print & Stitch LLC

Applicant: Megan Burns

Contact Person: Sames as above

Mailing Address: P.O. BOX 471 West Yellowstone, MT 59758

Physical Address of Business: 505 Cascade Ave West Yellowstone, MT 59758

Phone Number: 706-363-2840 Fax Number: _____

Email Address: orders@quantumserviecsga.com Website: www.quantumservicesga.com

Signature of Property Owner of Record: *[Signature]*

Subdivision: Mad Add

Block: 6 Lot: 11

Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate Town/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.
Will be printing custom t-shirt, embroidery, and other promotional products will be produced.

Business License Fee: \$50.00^{per}
Resort Tax Bond: \$0.500⁰⁰ - owe
Total Amount Due: \$50.00^{per} 500⁰⁰ - owe

[Signature]
Signature of Applicant

Signature of Applicant
12/19/2024
Date

FOR OFFICE USE ONLY			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	
Date <u>12/19 + 12/26</u>	Check # <u>1 & 1348</u>	Amount \$ <u>50⁰⁰ 500.00</u>	License # _____
SCN _____	BLP _____	STX _____	RDX _____

To whom it may concern:

Please allow me to introduce myself. My name is Megan Burns. I am the owner of Quantum Print & Stitch, formerly known as Quantum Services GA. My business specializes in producing custom-printed garments using DTG/DTF technology. This allows for detailed designs and more vibrant colors.

Quantum Print & Stitch caters to individual customers, local businesses, and event organizers who are looking for personalized apparel solutions. Quantum Print & Stitch offers mainly business apparel solutions and event specialty items such as mugs, tumblers, pens, etc... These items help businesses promote themselves.

A big portion of my customers are DREs and Law Enforcement agencies. They get custom embroidery done for their specific state and agencies.

My business consists of online sales as well as walk-in customers at my shop location in Georgia. There will be no customers coming by the house on Cascade Ave to place orders or pick up orders.

I would love to offer my printing and embroidery services to local businesses who have to travel 2+ hours to get their staff apparel.



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

Suggested Motion

From: [Aron Hecht](#)
To: [Elizabeth Roos](#)
Subject: Re: WWWBP insurance
Date: Friday, January 31, 2025 1:11:01 PM

Liz,

Will you please add this to the agenda for the Town Council?

In lieu of the \$500,000 bond, Wild West Winter Block Party will provide a cancellation insurance policy for the event naming the Town of West Yellowstone as additionally insured for the first \$100,000 value of the policy.

The organizers of the Wild West Winter Block Party are also requesting a reduction of the general liability policy from \$5 million to \$3 million.

Thanks,

Aron Hecht
Wild West Pizzeria & Saloon
WW Entertainment
PO Box 931
14 Madison Ave
West Yellowstone, MT 59758
406-580-8646

ADDENDUM A

ADDITIONS, REVISIONS OR EXCLUSIONS TO THE CURRENT MAP FUND APPLICATION AND INFORMATION FOR APPLICANTS APPLYING FOR AND/OR BEING AWARDED FUNDING FOR THIS \$100K OR LESS 2025 EVENT

ADDITION to MAP Fund Information Section- Eligible Applicants, Eligible Events, Application Process

FUNDING QUALIFYING PROCESS

1. \$100K or less of MAP Fund funds for ONE qualifying Fund applicant
2. Applicants must properly complete and submit MAP Fund Application and all other required documentation from 2.1.24 - 6.30.24
3. MAPFAB will review Applications. Applications will be evaluated and numerically scored using a evaluation/scoring system. Once MAPFAB chooses the ONE event application to receive funding, they will make a recommendation to the Town Council to approve the funding. The Town Council has final approval to award funding.
4. MAP Fund investment is financial. MAPFAB members are available to discuss the event and list the funded event on the MAP Fund section of the Town's website, but are not available to assist in planning, coordinating or delivering the event.

QUALIFIED APPLICANTS

1. Any individual, group, organization or business that properly completes and submits MAP Fund Application and all other required documentation between 2.1.24 – 6.30.24
2. Bonded \$500K and insured \$5M

EVENT LOCATION

1. Within W. Yell. town limits or a 20 mile radius of town w/in the state of MT

EVENT TIME PERIOD

1. 2025- Any months, weeks or days of the year
2. Minimum 2 consecutive days

EVENT TYPE

1. Any that meets and completes all qualifications, criteria, required documentation, agreements
2. Ability/strategy to sustain event for future years
3. Previous recipients of MAP funding may submit applications for the \$100K or less event. However, they must submit an application for a new, different, separate event than their previously funded event.
4. Greater in scope, substantially different than before in duration or frequency, economic or cultural impact and benefits and measures of success
5. Meets other qualifications or criteria established by MAPFAB

TIMELINE/MILESTONES TO BE MET BY MAPFAB

1. Timeline for applicants to submit applications- 2.1.24 – 6.30.24
2. Date to review applications- By end of July 2024

3. Date to notify applicants of their application status- July – Aug 2024
4. Date to recommend an event application to Town Council for approval- By end of Sept. 2024
5. Date to announce approved funding, assign Board members to oversee event and Awardee sign Event Award Agreement (EAA)- By end of Oct. 2024
6. MAPFAB oversee event until its occurrence(s) or completion

TIMELINE/MILESTONES TO BE MET BY APPLICANTS

1. Submission of applications- 2.1.24 – 6.30.24
2. Meet dates of timeline/milestones listed in the App
3. Receive notification of status of application - July - Aug. 2024
4. Approved and awarded applicant can receive advance funds and additional funding according to Disbursement of Funds detailed in Addendum A after 11.1.24, thru event date, and after
5. Progress reports every 60 days until event
6. Outcome Report- post event

\$100K OR LESS 2025 EVENT APPLICATION EVALUATION/SCORING SYSTEM (AESS)

1. Each criterion is assigned a maximum point value. MAPFAB evaluates/scores the Application on each criterion. Scores for each criterion are then added to equal the total score of 60 points.
2. MAPFAB reserves the right to request an interview of any applicant.
3. Criterion Maximum Points
 - Section 1- Event Summary- 10 points
 - Section 2- Timeline- 10 points
 - Section 3- Promotion, Marketing- 10 points
 - Section 4- Proposed Budget- 10 points
 - Section 5- Impacts and Benefits- 10 points
 - Section 6- Supporting Documentation- 10 points
 - Total = 60 points

ADDITION to MAP Fund Application- Certification

EVENT AWARD AGREEMENT (EAA)

1. The Applicant who is chosen and approved to receive funding for their Event will be known as the “Awardee.”
2. The Awardee will be required to review and execute a separate contract w/ MAPFAB known as the “Event Award Agreement (EAA)” before any funds are disbursed.

REVISION of current MAP Fund Information Sections- Advance Funding Request (AFR), Disbursement of MAP Funds, Reimbursement

\$100K OR LESS 2025 EVENT DISBURSEMENT OF FUNDS

1. Up to \$25K in Advance Funds may be requested and awarded with the following conditions:
 - Applicant completes our current Advance Funding Request (AFR) Document

- Applicant must submit all expense invoices AND PROOF OF PAYMENT totaling the amount of Advance Funds before being eligible to receive additional funds.
 - Invoices to be submitted in increments of \$10K or more, except perhaps the final \$5K.
2. Up to an additional \$50K may be requested and awarded with the following conditions:
 - Applicant must submit all expense invoices totaling up to the additional \$50K. PROOF OF PAYMENT IS NOT NECESSARILY REQUIRED AT THIS TIME.
 - Invoices to be submitted in increments of \$10K or more.
 3. Up to a final \$25K may be requested and awarded with the following conditions:
 - Applicant must submit all expense invoices AND PROOF OF PAYMENT totaling the previously awarded \$50K. Invoices to be submitted in increments of \$10K or more.
 - Applicant must submit all expense invoices AND PROOF OF PAYMENT totaling the final \$25K. Invoices to be submitted in increments of \$10K or more, except perhaps the final \$5K.
 4. Use of funds for administrative salaries or wages cannot exceed five (5%) percent of the total award.
 5. Use of funds for all other MAPFAB defined Administrative Expenses cannot exceed an additional ten (10%) percent of the total award.



Town of West Yellowstone Town Council Priorities for 2025.

Adopted February 4, 2025

Primary priorities:

1. Complete started/ongoing 2024 projects

- Budgeted CIP projects
- 80 acres zoning map updates (late winter 2025)
- 80 Acres community housing meetings (Jan/Feb 2025)
- Mammoth Room plan

2. Water rights/Water well

- Review Water and Sewer Rates/connection fees to ensure they are appropriate for current and future needs.
- TD&H and Deb Stephenson will be working with Staff on agreements, timeline and budget for water rights and a new water well

3. Growth Policy review

- Growth Policy last reviewed 2017
- Planning Board to review in spring 2025 and make a recommendation to the Town Council

4. 80 Acres planning

- The Town Council should adopt an attainable housing strategy/80 acres development plan
- Coordination with housing groups and developers to issue Housing RFP
- Subdivision planning
- Infrastructure planning

5. Cemetery expansion project

- MOU to outline process with Stinnett's (spring 2025)
- Forest Service Access
- Budget for land purchase and possible land trade

6. Parks and Trails Master Plan

- Parks and Recreation Board met last fall to begin process of updating a Parks Master Plan.
- Consider Community input on projects
- The in-Town trail design for the Shortline Trail was approved by the Town Council last fall.
- Trail planning process estimated to begin in February/March.

7. Parking ordinance review

- When the Zoning Code was updated in 2024, only minor changes were proposed to the Parking Ordinance.
- The Planning Board recommended that section of the code be revisited in 2025

Secondary priorities:

- 1. Support the work of the Advisory Boards and community partners on small projects for future consideration.**
 - *Public Restrooms*
 - *Beautification Efforts*
 - *Exploring Parking Solutions*
 - *Signage/Wayfinding*
- 2. Resort Tax Ordinance review**
 - Review Resort Tax Ordinance policies and procedures
- 3. Deputy Clerk/Permit Technician position**
 - Create a job description and post in February
- 4. Improved community communications/information sharing**
 - We will continue to seek options for improved communication
- 5. Review Advisory boards**
 - Review Town boards to ensure they are effective
 - Board structure and mission
 - Have boards take a more proactive role in community engagement
- 6. Town Policy Manual update/revisions**
 - Consider review of outdated policies
 - Update as time and necessity require
- 7. County-wide EMS**
 - Project is in the very early stages of development
 - Continue to monitor
- 8. SFE Calculator Annual Review**
 - We will add a yearly review of the SFE calculator into our regular workload moving forward



Town Council Agenda Item Summary Report

Meeting Date: February 4, 2025	
Item Title: Establishing an annual fee for payment for use of off-street parking spaces	
Submitted By (Name/Title): Dan Walker, Town Manager	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source:	Budgeted <input type="checkbox"/>
Estimated Date of Completion: 2/4/25	

Item Summary

The Town adopted a new Zoning Code on September 3, 2024. As part of the code update, the Town changed the process for payments for use of off street parking spaces, under Section 17.37.110.

The new code requires that payment in lieu be paid as an annual fee, rather than a one-time payment. Staff asked TD&H to do an analysis to determine an equitable and justifiable annual fee. The analysis was based on the cost to maintain and replace existing public parking areas, not the cost to construct new parking areas. The cost per parking space was determined by using an estimate of the annual maintenance cost for streets and alleyways. This included costs for seal coat, crack seal, paint, road base, dust control, Town labor costs (for alley grading and snow removal), and asphalt replacement at lifespan (assumed 30-years). The summation of these costs was then divided by the total number of parking spaces to get the current yearly maintenance cost per parking stall.

Based on that analysis, Staff and TD&H are recommending a \$250 annual fee, with a 4% annual inflation factor.

The payment of the fee shall be made to the town prior to the issuance of a building permit, or if there is no construction or alteration of a building, but only a change of use, then prior to the granting of a business license. The town shall also collect an annual fee, set by the town council, for every business license renewal that utilizes cash for parking "spaces." This fee will ensure that continued use of the parking spaces helps create municipal parking in other areas. All fees collected and all interest earned shall be held in a parking fund established by the town to be used for the creation and maintenance of municipal parking spaces. Failure to pay the annual fee will result in the loss of the business license for any businesses located on the parcel.

Property owners who have previously paid a one time fee for parking in lieu of spaces will not be required to pay the annual fee.

Staff Recommendation

Staff and TD&H are recommending a \$250 annual fee, with a 4% annual inflator.

Suggested Motion

I move we approve Resolution 815 and set the payment in lieu of parking fee at \$250 with an annual 4% inflation factor.

440 Yellowstone Ave
PO Box 1570
West Yellowstone, MT
59758



TD&H
Engineering

234 East Babcock St
Suite 3
Bozeman, MT 59715
406.586.0277

January 20, 2025

Dan Walker, Town Manager
Town of West Yellowstone
440 Yellowstone Avenue, PO Box 1570
West Yellowstone, MT 59758

RE: WEST YELLOWSTONE CASH IN LIEU OF PARKING ANALYSIS

Dear Dan,

At your request, we have reviewed and analyzed the cost of maintaining the public parking areas in West Yellowstone to provide a reasonable and justifiable Cash in Lieu (CIL) of parking spaces. It is our understanding there is available public parking in West Yellowstone, so the CIL of parking was analyzed with respect to maintenance and replacement of the existing parking areas and not with respect to construction of new parking areas.

Our analysis included a review of yearly maintenance financials and project costs provided by Town staff. The area included in our count for public parking spaces is bounded by North Boundary Street, North Iris Street, Yellowstone Avenue, and D Parkway. Aerial photographs were used to estimate the number of parking spaces within this area. The public park, alley parking areas, and street parking on Yellowstone Avenue and Madison Avenue were included in our count.

Table 1 summarizes our CIL of parking analysis. The typical lifespan of an asphalt parking lot is 15-25 years depending on the level of maintenance, weather conditions, surfacing type, and use. With proper maintenance and advantageous conditions, the useful life of a parking lot can be extended beyond 25 years. Generally, asphalt beyond 30 years has worn and degraded such that surface replacement is warranted regardless of the level of maintenance efforts.

The cost per parking space was determined by using an estimate of the annual maintenance cost for streets and alleyways. This included costs for seal coat, crack seal, paint, road base, dust control, Town labor costs (for alley grading and snow removal), and asphalt replacement at lifespan (assumed 30-years). The summation of these costs was then divided by the total number of parking spaces to get the current yearly maintenance cost per parking stall.

In recent years, West Yellowstone has implemented a one-time, \$1,200 CIL fee per parking stall. However, CIL of parking fees as low as \$150 and as high as \$3,000 per parking stall have been used in the past.

Map 1: Total Number of Parking Spaces



Sincerely,

Kyle Scarr PE
Town of West Yellowstone
Contract Town Engineer
TD&H ENGINEERING

Exhibit 1

Cash in Lieu of Parking West Yellowstone Maintenance Cost per Parking Space



Year	Estimate of Total Parking Spaces	Total Road and Street Services Budget (\$)	Annual Cost Per Parking Space ¹ (\$)
2024-2025	1,615	\$404,828	\$250
2025-2026	1,615	\$421,021	\$260
2026-2027	1,615	\$437,862	\$270
2027-2028	1,615	\$455,376	\$280
2028-2029	1,615	\$473,592	\$290
2029-2030	1,615	\$492,535	\$300
2030-2031	1,615	\$512,237	\$320
2031-2032	1,615	\$532,726	\$330
2032-2033	1,615	\$554,035	\$340
2033-2034	1,615	\$576,196	\$360
2034-2035	1,615	\$599,244	\$370
2035-2036	1,615	\$623,214	\$390
2036-2037	1,615	\$648,143	\$400
2037-2038	1,615	\$674,068	\$420
2038-2039	1,615	\$701,031	\$430
2039-2040	1,615	\$729,072	\$450
2040-2041	1,615	\$758,235	\$470
2041-2042	1,615	\$788,565	\$490
2042-2043	1,615	\$820,107	\$510
2043-2044	1,615	\$852,912	\$530
2044-2045	1,615	\$887,028	\$550
2045-2046	1,615	\$922,509	\$570
2046-2047	1,615	\$959,409	\$590
2047-2048	1,615	\$997,786	\$620
2048-2049	1,615	\$1,037,697	\$640
2049-2050	1,615	\$1,079,205	\$670
2050-2051	1,615	\$1,122,373	\$690
2051-2052	1,615	\$1,167,268	\$720
2052-2053	1,615	\$1,213,959	\$750
2053-2054	1,615	\$1,262,517	\$780
2054-2055	1,615	\$1,313,018	\$810

Street and Alleyways Parking Repair Item	Repair Cost
Seal Coat	\$100,000
Crack Seal	\$100,000
Paint	\$40,000
Road Base	\$21,000
Dust Control	\$66,828
Labor for Alley Grading	\$14,000
Labor for Snow Removal	\$20,000
Asphalt Replacement ²	\$43,000
Total	\$404,828

Notes:

¹ - The calculated annual cost per parking space is rounded to the nearest \$10 and incorporates a 4% annual inflation rate.

² - Assumes a 30-year lifespan for asphalt parking spots. The cost reflects the average annualized replacement expense for a single parking spot replacement over 30 years and includes only the 695 asphalt parking spots within the town. Replacement cost was calculated at \$1,850 per parking spot, including curb/gutter, asphalt, and base material.

Cash in Lieu of Parking West Yellowstone
 Previous CIL Fee Amounts in West Yellowstone



1987-2024 Cash In-Lieu of Parking Charges				
# of Spaces	Amount Paid	Cost Per Space	Date Paid	Purchaser
1.5	\$225	\$150	9/29/87	Clyde Seely
2.6	\$390	\$150	11/18/87	Madison River Outfitters
2.3	\$345	\$150	12/16/87	Grant Lincoln (Borchers Station)
11.3	\$1,695	\$150	5/10/88	Daniels Corp. (Canyon Square)
4.6	\$690	\$150	7/5/88	First Security Bank
10.8	\$1,620	\$150	12/24/90	Lincoln Development (Mr. Zips)
10	\$1,500	\$150	2/19/91	West Park Mall
1.8	\$270	\$150	2/24/91	Rusted Oak - Nunnes
7.5	\$1,125	\$150	10/9/91	Jacklin's
4	\$600	\$150	9/10/93	Randy Roberson
3	\$450	\$150	9/14/93	Traveler's Lodge - Loomis Ent.
19	\$2,850	\$150	12/3/93	Smith & Chandler
51	\$7,650	\$150	1/27/94	Yellowstone Conference Hotel
2	\$300	\$150	8/19/94	Canyon Square Mall
1	\$3,000	\$3,000	4/1/95	Conrad Mitchell / Comfort Inn
3.5	\$4,200	\$1,200	4/7/97	Oulpost Restaurant
7.1	\$8,520	\$1,200	4/11/97	Bears Den
2.3	\$2,760	\$1,200	8/27/97	Strozzi's Dude
1.7	\$2,040	\$1,200	3/10/98	White's Mall
2	\$2,400	\$1,200	8/31/99	Loomis Enterprises
2	\$2,400	\$1,200	11/23/99	Salon West Spa
0.2	\$480	\$2,400	2/8/00	Montana Café
4	\$4,800	\$1,200	7/14/00	Roundup Trading Post
6.4	\$7,680	\$1,200	6/15/01	Madison Crossing
0.8	\$960	\$1,200	4/1/14	Old Town Café
2	\$2,400	\$1,200	3/13/17	China Fun
5	\$6,000	\$1,200	12/31/19	Blue Ribbon Bungalow (Cam & Kristy Coffin)*
4	\$5,280	\$1,320	4/12/24	Hank's/Altitude LLC
3	\$3,600	\$1,200	5/24/24	Yellowstone Parkers LLC/Al's Westward Ho
5	\$6,000	\$1,200	7/15/24	Hank's/Altitude LLC
1	\$1,200	\$1,200	9/4/24	MBAH LLC (Misty & Aaron Hecht)

17.37.110 Payment for use of off-street parking spaces.

Whenever within the B-3 zoning district of the town off-street parking spaces must be provided, the property owner or developer may, subject to town council review and approval, pay an annual fee for parking spaces not provided in accordance with Section [17.37.100](#).

The property owner or developer, upon written application to the town council, shall make a request to the town council to pay an annual fee for off-street parking spaces in lieu of those not provided by the property owner or developer. The town council shall review each application and shall only approve an application if it conforms to the intent of this code as set forth in Section [17.37.010](#), and to criteria established by the town council, including but not limited to traffic congestion, potential traffic hazards, and the general safety and well-being of the public.

If the application is approved, the property owner or developer shall pay an annual fee to the town for parking spaces not provided for the building or use, prorated in accordance with lot ownership. The fee paid does not "purchase" any specific parking space and does not entitle the purchaser to park on any public right-of-way.

Of the total parking required for motels, eighty percent must be provided on site. Twenty percent may be off site through the cash-for-parking fee.

Example: If a motel needs one hundred spaces, eighty spaces must be on site. They will still pay the current parking space fee for all twenty spaces.

For short-term uses, which are those uses shown with an asterisk in Table 17.37.100, the following formula shall be applied: total number of spaces required according to Table 17.37.100 minus those provided on premises, with the difference to be multiplied by two-tenths. The result is the number of spaces that must be purchased.

The fee charged for each parking space required which is not provided by the developer in accordance with the requirements of this chapter shall be assessed during the building permit process, the amount of which shall be established by resolution of the town council. This fee amount shall be paid to the town on an annual basis and shall be reviewed and adjusted periodically to reflect changes in the cost to maintain the spaces and in development costs. Approval by the town council shall be obtained and payment of the fee shall be made to the town prior to the issuance of a building permit, or if there is no construction or alteration of a building, but only a change of use, then prior to the granting of a business license. The town shall also collect an annual fee, set by the town council, for every business license renewal that utilizes cash for parking "spaces." This fee will ensure that continued use of the parking spaces helps create municipal parking in other areas. All fees collected and all interest earned shall be held in a parking fund established by the town to be used for the creation and maintenance of municipal parking spaces. Failure to pay the annual fee will result in the loss of the business license for any businesses located on the parcel. (Ord. 276 Exh. 1, 2024)

RESOLUTION NO. 815

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO SET THE AMOUNT OF THE ANNUAL FEE FOR CASH IN LIEU OF PARKING AS REQUIRED BY SECTION 17.37.110 WEST YELLOWSTONE TOWN CODE

BE IT RESOLVED by the Town Council of the Town of West Yellowstone, Montana, that:

WHEREAS: on October 1, 2024, the Town Council revised Chapter 17 of the West Yellowstone Town Code, (“WYTC”), which included Section 17.37.110 relating to payment of cash in lieu of providing off-street parking spaces; and

WHEREAS: Section 17.37.110, allows property owners to request that the Town allow it to pay cash in lieu of providing an actual parking space as required by Section 17.37.100 by paying an annual fee to the Town; and

WHEREAS: Section 17.37.110 provides that the Town Council shall set the amount of the annual fee by resolution; and

WHEREAS: The Town Engineer has calculated the amount of the annual fee based on the estimated costs for annual maintenance for streets and alleyways for the area of Town bounded by North Boundary Street, North Iris Street, Yellowstone Avenue, and D Parkway. The estimate includes costs for seal coat, crack seal, paint, road base, dust control, Town labor costs, (including for grading and snow removal), and asphalt replacement at life span for the public parking areas within the areas described above; and

WHEREAS: The Town Council believes it is in the best interest of the citizens and business owners of the Town to set the annual fee for parking at TWO HUNDRED FIFTY AND NO/100 DOLLARS (\$250.00) for the first year in accordance with the chart provided by the Town Engineer which is attached hereto as **Exhibit 1**; and

WHEREAS: The Town Council further believes it is in the best interest of the citizens and business owners of the Town to increase the annual parking fee in consideration of inflation and the increase in the costs of materials necessary for the maintenance of the parking spaces and that an increase of FOUR PERCENT (4%) on January 1 of each year is reasonable.

NOW THEREFORE, BE IT RESOLVED:

The Town Council of the Town of West Yellowstone, Montana hereby adopts the chart of fees attached as Exhibit 1 to include the annual 4% increase, which is built into the amount of the Annual Fee for Cash in Lieu of Parking. The annual fee will be charged to any requests as of the date of the adoption of this Resolution and shall be invoiced and paid pursuant to the provisions set out in 17.37.110 WYTC.

DATED this 4th day of February, 2025.

Mayor

Council Member

Council Member

ATTEST:

Town Clerk

Council Member

Council Member



**Cash in Lieu of Parking West Yellowstone
Maintenance Cost per Parking Space**



Year	Estimate of Total Parking Spaces	Total Road and Street Services Budget (\$)	Annual Cost Per Parking Space ¹ (\$)
2024-2025	1,615	\$404,828	\$250
2025-2026	1,615	\$421,021	\$260
2026-2027	1,615	\$437,862	\$270
2027-2028	1,615	\$455,376	\$280
2028-2029	1,615	\$473,592	\$290
2029-2030	1,615	\$492,535	\$300
2030-2031	1,615	\$512,237	\$320
2031-2032	1,615	\$532,726	\$330
2032-2033	1,615	\$554,035	\$340
2033-2034	1,615	\$576,196	\$360
2034-2035	1,615	\$599,244	\$370
2035-2036	1,615	\$623,214	\$390
2036-2037	1,615	\$648,143	\$400
2037-2038	1,615	\$674,068	\$420
2038-2039	1,615	\$701,031	\$430
2039-2040	1,615	\$729,072	\$450
2040-2041	1,615	\$758,235	\$470
2041-2042	1,615	\$788,565	\$490
2042-2043	1,615	\$820,107	\$510
2043-2044	1,615	\$852,912	\$530
2044-2045	1,615	\$887,028	\$550
2045-2046	1,615	\$922,509	\$570
2046-2047	1,615	\$959,409	\$590
2047-2048	1,615	\$997,786	\$620
2048-2049	1,615	\$1,037,697	\$640
2049-2050	1,615	\$1,079,205	\$670
2050-2051	1,615	\$1,122,373	\$690
2051-2052	1,615	\$1,167,268	\$720
2052-2053	1,615	\$1,213,959	\$750
2053-2054	1,615	\$1,262,517	\$780
2054-2055	1,615	\$1,313,018	\$810

Street and Alleyways Parking Repair Item	Repair Cost
Seal Coat	\$100,000
Crack Seal	\$100,000
Paint	\$40,000
Road Base	\$21,000
Dust Control	\$66,828
Labor for Alley Grading	\$14,000
Labor for Snow Removal	\$20,000
Asphalt Replacement ²	\$43,000
Total	\$404,828

Notes:

¹ - The calculated annual cost per parking space is rounded to the nearest \$10 and incorporates a 4% annual inflation rate.

² - Assumes a 30-year lifespan for asphalt parking spots. The cost reflects the average annualized replacement expense for a single parking spot replacement over 30 years and includes only the 695 asphalt parking spots within the town. Replacement cost was calculated at \$1,850 per parking spot, including curb/gutter, asphalt, and base material.

**National Smokejumper Center
dba Yellowstone Nature Connection**



2024 Annual Report

I. Financial information:

Income: Total \$14,699.88
Donations: \$2,473.00
Grants: \$12,026.88
Other: \$200.00 (Road Scholar reimbursement)

Expenses: Total \$20,547.08
Volunteer Stipends: \$9,400.00
Building Maintenance: \$2,596.95
Utilities:
 Water (Town of West Yellowstone): \$2,003.22
 Gas & Electric (Fall River & Energy West): \$1,913.72
 Phone & Internet (Anthem Broadband): \$ 627.42
Insurance: \$970.00
Groceries (volunteers): \$567.16
Education (Bear Creek): \$1,869.00
Operations (office support): \$449.61
Rent & License: \$150.00

II. Grant Status:

USDA Forest Service:

- A 5-year grant was awarded to YNC in 2022 in the amount of \$13,000. Reimbursement billing submitted in 2024 totalled \$3,575, leaving a balance of \$9,425. This grant expires May 22, 2027.

USDI Bureau of Land Management:

- The 5-year grant award in 2019 was closed effective August 1, 2024. Reimbursement billing submitted in 2024 totalled \$8,451.88 (Total reimbursement to YNC over the life of the grant was \$32,011.44.)
- A new 5-year grant was awarded to YNC effective September 18, 2024 for the award amount of \$23,500. No expenditures were made from this grant in 2024.

III. Annual IRS non-profit corporation filings

The most recent Form 990-N for Yellowstone Nature Connection (2023 calendar year) is attached. The filing for the tax year beginning 2024-01-01 and ending 2024-12-31 will be submitted to the Department of Treasury, Internal Revenue Service within the next two months.

Also attached is the Montana Secretary of State Annual Report for Domestic Nonprofit Corporation

IV. Liability Insurance

National Smokejumper Center Inc DBA Yellowstone Nature Connection carries insurance with the Cincinnati Insurance Companies, policy number EPP 053 70 13 / EBA 053 70 13, effective from 05-01-2022 to 05-01-2025. This includes commercial general liability coverage of \$1,000,000 CSL/\$2,000,000 aggregate, damage to premises of \$100,000, medical expense limit of \$5,000, and \$31,500 in business personal property. The Certificate of Insurance was mailed to City of West Yellowstone, PO Box 1570, West Yellowstone MT 59758 via print and email by First West Insurance of Bozeman in June.

- V. Our business license is posted at YNC and on file with the Town of West Yellowstone. The fee was paid on June 16, 2024.

VI. Programs:

During 2024, 335 Junior Smokejumper and FireWise programs were presented at YNC at Dunbar Park. This included West Yellowstone School summer programs and Road Scholar Intergenerational presentations. In addition, 15 Junior Smokejumper programs were presented at Bear Creek Campground (Cameron) over a 3 day period.

VII. Volunteers:

Twenty-two volunteers provided 1,399 hours of service at YNC. This included presenting programs, completing work projects and continuing to develop youth-oriented programs.

VIII. Capital Improvements, Maintenance and Repairs:

Completed in 2024: The basement restoration and improvement project was completed in August 2024, consisting of waterproofing and stucco. On-going maintenance and minor repairs were completed on all the facilities.

Planned for 2025: In addition to continuing maintenance and minor repairs, replacement of the resident building stairs and porch is scheduled for 2025.

Respectively submitted,

Patty Bates

Treasurer, YNC

Attachments:

2023 Form 990-N, EIN 20-4768720

Montana Secretary of State 2025 Annual Report, File Number 16420202

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2023

Open to Public Inspection

A For the 2023 Calendar year, or tax year beginning 2023-01-01 and ending 2023-12-31

B Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: YELLOWSTONE NATURE

CONNECTION

PO Box 264, West

Yellowstone, MT, US, 59756

D Employee Identification

Number 20-4768720

E Website:

F Name of Principal Officer: Patty Bates

2706 MT Highway 287,

Sheridan, MT, US, 59749

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



STATE OF MONTANA
 SECRETARY OF STATE
 2025 ANNUAL REPORT

STATE OF MONTANA
-FILED-
 SECRETARY OF STATE
 File Number: 16420202
 Date Filed: 1/13/2025 1:12:53 PM

Business Type																	
Business Type	Domestic Non-Profit Corporation																
Business Sub-Type	Mutual Benefit Corporation with members																
Business Name																	
Annual Report Year	2025																
Name of Business Entity	NATIONAL SMOKEJUMPER CENTER, INC.																
Montana File Number	D156845																
Country of Organization	United States																
State of Organization	Montana																
Business Purpose	CHARITABLE																
Business Mailing Address of Principal Office																	
Address	P.O. Box 264 West Yellowstone, MT 59758																
Business Physical Address of Principal Office																	
Address	10 Yellowstone Avenue West Yellowstone, MT 59758																
The registered agent on record is:																	
Registered Agent	James Kitchen Non-Commercial Registered Agent Agent Number RA00290413 Email Address cozerose@gmail.com Website Physical Address 10 YELLOWSTONE AVE W YELLOWSTONE, MT 59758 Mailing Address P O BOX 264 W YELLOWSTONE, MT 59758																
Directors																	
<table border="1"> <thead> <tr> <th>Full Name</th> <th>Business Mailing Address</th> <th>Position</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Butch Hayes</td> <td>5920 Blue Hills Road Reno, NV 89502</td> <td>Director</td> <td></td> </tr> <tr> <td>Phil Barto</td> <td>10114 N. Wellen Ln., Spokane, WA 99218</td> <td>Director</td> <td>Bartofleet@aol.com</td> </tr> <tr> <td>RICK HAFENFELD</td> <td>2706 MT HIGHWAY 287 SHERIDAN, MT 59749</td> <td>Director</td> <td></td> </tr> </tbody> </table>		Full Name	Business Mailing Address	Position	Email Address	Butch Hayes	5920 Blue Hills Road Reno, NV 89502	Director		Phil Barto	10114 N. Wellen Ln., Spokane, WA 99218	Director	Bartofleet@aol.com	RICK HAFENFELD	2706 MT HIGHWAY 287 SHERIDAN, MT 59749	Director	
Full Name	Business Mailing Address	Position	Email Address														
Butch Hayes	5920 Blue Hills Road Reno, NV 89502	Director															
Phil Barto	10114 N. Wellen Ln., Spokane, WA 99218	Director	Bartofleet@aol.com														
RICK HAFENFELD	2706 MT HIGHWAY 287 SHERIDAN, MT 59749	Director															
Officers																	
<table border="1"> <thead> <tr> <th>Full Name</th> <th>Business Mailing Address</th> <th>Position</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Patty Bates</td> <td>2706 MT Highway 287 Sheridan, MT 59749</td> <td>Treasurer</td> <td>hafenbates91@gmail.com</td> </tr> </tbody> </table>		Full Name	Business Mailing Address	Position	Email Address	Patty Bates	2706 MT Highway 287 Sheridan, MT 59749	Treasurer	hafenbates91@gmail.com								
Full Name	Business Mailing Address	Position	Email Address														
Patty Bates	2706 MT Highway 287 Sheridan, MT 59749	Treasurer	hafenbates91@gmail.com														
Declarations																	

31361-1543 01/13/2025 1:12 PM Received by MT Secretary of State Christi Jacobsen

- I confirm I have reviewed the information set forth in this Annual Report and that all information is correct and factual.
- I have been authorized by the business entity to file this document online.
- I, HEREBY SWEAR AND/OR AFFIRM, under penalty of law, including criminal prosecution, that the facts contained in this document are true. I certify that I am signing this document as the person(s) whose signature is required, or as an agent of the person(s) whose signature is required, who has authorized me to place his/her signature on this document.

Signature		
<i>Self</i>	<i>Patty Bates</i>	<i>01/13/2025</i>
Signer's Capacity	Sign Here	Date
Position	Other Officer	
Daytime Contact		
Phone Number	(406) 865-0018	
Email	hafenbates91@gmail.com	