

Town of West Yellowstone

Tuesday, February 1, 2022

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

Wastewater Treatment Facility Funding

Discussion ∞

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- **Public Comment**
- **Council Comments**

Treasurer's & Securities Report

Purchase Orders ∞ #6513 to Bob Wards, purchase of 4 police shotguns, \$5389.00

Claims ∞

Business License Applications

Consent Agenda: **Minutes of the January 18, 2022 Town Council Meeting** ∞

Town Manager & Staff Reports ∞

Advisory Board Reports

NEW BUSINESS

Police Commission Appointments

Discussion/Action ∞

Community Health Partners Risk Share Request, FY 2022

Discussion/Action ∞

Correspondence/FYI/Meeting Reminders

If viewing the agenda electronically, click the "∞" symbol to link to the associated documentation in the Town Council Packet.



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 Operations 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 at 12 Noon on Tuesdays 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 646-7795.
- 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.

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P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

1000-420100-389

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 1/26/2022

Ship Via

Order No. **006513**

Department Police

TO: Bob Wards

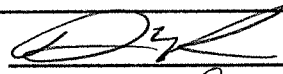
ADDRESS: 3015 Paxson St.
Missoula, MT 59801

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

| Quantity | Description |
|----------|---------------------------------------|
| 1 | Benelli M4 telescoping stock 18.5 in. |
| 2 | Benelli M4 telescoping stock 14 in. |
| 1 | Benelli M4 tactical stock 18.5 in. |
| 1 | Benelli full length magazine tube |

Estimated Cost \$ 5389.00

Authorized By



Requested By:

Neil Courtes

VENDOR COPY - White OFFICE COPY - Canary

Fw: Benelli M4 quote

Officer Neil Courtis <ncourtis@townofwestyellowstone.com>

Wed 1/26/2022 8:48 AM

To: Pilar Collins <pcollins@townofwestyellowstone.com>

From: Jim Crosby <jcrosby@bobwards.com>

Sent: Wednesday, January 26, 2022 8:34 AM

To: Officer Neil Courtis <ncourtis@townofwestyellowstone.com>

Subject: Benelli M4 quote

1. 11710 18.5" M4, Tactical Stock, Ghost Ring Sights 7+1 650350117103 \$1,650

2. 11724* 14" M4 Entry, 3-Position Telescoping Stock, Ghost Ring Sights 5+1 650350117240 \$1,800

1. 11715 18.5" M4, 3-Position Telescoping Stock, Ghost Ring Night Sights 7+1 650350117158 \$1,850

2. 70052 M4 Full Length 1 pc Magazine Tube (7 rounds) 650350700527 cost \$89



Jim Crosby
Hunting /Optics/Cutlery/Gift Buyer
Bob Wards Sports and Outdoors
p 406-728-3220 ext 117
jcrosby@bobwards.com

* ... Over spent expenditure

| Claim | Vendor #/Name/ Check Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|--|-------------------------|---------|--------|---------------|-------------|-----------------|
| 48742 | 2264 MORNING GLORY COFFEE & TEA | 33.75 | | | | | |
| | 860873 01/18/22 Dispatch coffee | 33.75 | | POLICE | 1000 420230 | 220 | 101000 |
| 48745 | 42 Fall River Electric | 7,268.76 | | | | | |
| | 01/20/22 PARK, old firehouse 2901001 | 425.60 | | PARK | 1000 411253 | 341 | 101000 |
| | 01/20/22 povah comm ctr 4212001 | -715.49 | | POVAH | 1000 411255 | 341 | 101000 |
| | 01/20/22 unmetered lights 4212004 | 1,451.25 | | STLITE | 1000 430263 | 341 | 101000 |
| | 01/20/22 RR Well 4212005 | 85.73* | | WATER | 5210 430500 | 341 | 101000 |
| | 01/20/22 SEWER LIFT STATION 4212006 | 391.03 | | SEWER | 5310 430600 | 341 | 101000 |
| | 01/20/22 SEWER PLANT 4212007 | 1,396.94 | | SEWER | 5310 430600 | 341 | 101000 |
| | 01/20/22 POLICE 4212008 | 466.62 | | POLICE | 1000 411258 | 341 | 101000 |
| | 01/20/22 TOWN HALL 4212009 | 428.52 | | TWNHLA | 1000 411250 | 341 | 101000 |
| | 01/20/22 ICE RINK 421010 | 67.20 | | PARKS | 1000 411253 | 341 | 101000 |
| | 01/20/22 South Iris Street Well 4212013 | 147.68* | | WATER | 5210 430500 | 341 | 101000 |
| | 01/20/22 MAD SEWER LIFT 4212014 | 229.89 | | SEWER | 5310 430600 | 341 | 101000 |
| | 01/20/22 Hayden/Grouse Well 4212015 | 43.35* | | WATER | 5210 430500 | 341 | 101000 |
| | 01/20/22 MADADD H2O Tower 4212017 | 52.38* | | WATER | 5210 430500 | 341 | 101000 |
| | 01/20/22 SHOP 4212018 | 329.44 | | STREET | 1000 430200 | 341 | 101000 |
| | 01/20/22 ANIMAL 4212029 | 198.62 | | ANIML | 1000 440600 | 341 | 101000 |
| | 01/20/22 CLORINATOR 4212030 | 76.28* | | WATER | 5210 430500 | 341 | 101000 |
| | 01/20/22 Electric Well 4212031 | 51.00* | | WATER | 5210 430500 | 341 | 101000 |
| | 01/20/22 PARK 4212032 | 293.41 | | PARKS | 1000 411253 | 341 | 101000 |
| | 01/20/22 UPDH 4212041 | 605.21 | | UPDH | 1000 411252 | 341 | 101000 |
| | 01/20/22 SEWER TREAT SERV 4212046 | 1,130.76 | | SEWER | 5310 430600 | 341 | 101000 |
| | 01/20/22 LIBRARY 23 dunraven 4212054 | 113.34 | | LIBR | 1000 411259 | 341 | 101000 |
| 48747 | 3242 Fisher's Technology | 9.14 | | | | | |
| | 984934 01/24/22 copier maintenance fee | 9.14 | | FINADM | 1000 410510 | 356 | 101000 |
| 48751 | 2813 Century Link | 1,526.78 | | | | | |
| | 01/19/22 E911 Viper 255-9710 | 977.01* | | E911 | 2850 420750 | 345 | 101000 |
| | 01/19/22 E911 Viper 255-9712 | 26.98* | | E911 | 2850 420750 | 345 | 101000 |
| | 01/19/22 E911 Viper 646-5170 | 112.60* | | E911 | 2850 420750 | 345 | 101000 |
| | 01/19/22 Alarm Lines 646-5185 | 91.84 | | TWNHLL | 1000 411250 | 345 | 101000 |
| | 01/19/22 Police - 646-7600 | 318.35* | | POLICE | 2850 420750 | 345 | 101000 |
| 48759 | 1 First Security Bank of BZN, Div | 14,634.85 | | | | | |
| | 01/14/22 GraderLoan#61600096 PrinFinal | 14,521.38 | | LOAN | 1000 490520 | 610 | 101000 |
| | 01/14/22 GraderLoan#61600096 IntFinal | 113.47 | | LOAN | 1000 490520 | 620 | 101000 |

* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|---------------------|--------------------------------|--------------------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| 48764 | | | 346 Montana Board of Investments | 62,815.35 | | | | | |
| | 01/03/22 | TownHallLoan#2465-01 | Principle | 58,445.00 | | BONDS | 2100 490200 | 610 | 101000 |
| | 01/03/22 | TownHallLoan#2465-01 | Interest | 4,370.35* | | BONDS | 2100 490200 | 620 | 101000 |
| 48765 | | | 1955 Dellinger & Gallagher, Inc. | 12,145.00 | | | | | |
| | 153059 01/12/22 | Billing for RTAudit year 2020 | | 11,925.00* | | AUDIT | 2100 410532 | 353 | 101000 |
| | 153059 01/12/22 | Billing for TBIDAudit yr 2020 | | 220.00 | | AUDIT | 7202 411800 | 357 | 101000 |
| 48766 | | | 2977 Staples Credit Plan | 142.47 | | | | | |
| | 2988402021 12/21/21 | Court Supplies | | 59.46 | | COURT | 1000 410360 | 220 | 101000 |
| | 2991663651 12/28/21 | Admin supplies | | 8.33 | | ADMIN | 1000 410210 | 220 | 101000 |
| | 2992439091 12/29/21 | Court supplies | | 74.68 | | COURT | 1000 410360 | 220 | 101000 |
| 48767 | | | 2099 Quick Print of West Yellowstone | 90.00 | | | | | |
| | 15696 01/05/22 | MAP fund Doc/forms edits | | 90.00 | | MAP | 2101 410130 | 398 | 101000 |
| 48768 | | | 2507 Silvertip Pharmacy | 46.18 | | | | | |
| | 120221-01 12/02/21 | RX Voucher | | 46.18 | | HELP | 7010 450135 | 358 | 101000 |
| 48769 | | | 3343 Mark Freedman | 75.00 | | | | | |
| | 01/24/22 | (3) Sheerpin bushing Snowblowe | | 75.00 | | STREET | 1000 430200 | 369 | 101000 |
| 48770 | | | 3212 Mike's Mobile Auto and Diesel | 950.00 | | | | | |
| | 105 01/25/22 | Service on DumpTrucks (2) | | 950.00 | | STREET | 1000 430200 | 369 | 101000 |
| 48771 | | | 65 T & E | 2,159.00 | | | | | |
| | 0454556 01/14/22 | Parts for 938H loader | | 2,159.00 | | STREET | 1000 430200 | 369 | 101000 |
| 48772 | | | 3319 Lawson Products, Inc. | 479.19 | | | | | |
| | 9309177772 01/13/22 | Repair Supplies | | 479.19 | | STREET | 1000 430200 | 220 | 101000 |
| 48773 | | | 309 PJ's Plumbing & Heating | 150.00 | | | | | |
| | 99006954 01/17/22 | Povah Mens Toilet repairs | | 150.00 | | POVAH | 1000 411255 | 350 | 101000 |
| 48774 | | | 3344 Sprinter Squared LLC | 610.00 | | | | | |
| | 1120 01/18/22 | Work on Furnace for Judg/clerk | | 610.00 | | TWNHLL | 1000 411250 | 357 | 101000 |
| 48775 | | | 3315 IAS EnviroChem | 1,122.00 | | | | | |
| | 2200351 01/25/22 | TestingAlkalinity,phos,chlori | | 1,122.00 | | SEWER | 5310 430600 | 357 | 101000 |

* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|----------|--|----------------|-------------------------|------------|-------|---------------|-------------|-----------------|
| 48776 | | 3241 Bridger Analytical Lab | | 280.00 | | | | | |
| | 2201176 | 01/13/22 Total Coliform/E.coli testing | | 280.00 | | WATER | 5210 430500 | 348 | 101000 |
| 48777 | | 3309 AQUAPRO | | 1,953.35 | | | | | |
| | 21058 | 01/13/22 case 12-SyntheticBlower Oil | | 192.12 | | SEWER | 5310 430630 | 220 | 101000 |
| | 21071 | 10/07/21 Storm Cover | | 1,761.23 | | SEWER | 5310 430630 | 220 | 101000 |
| 48778 | | 547 WY Chamber of Commerce | | 11,463.29 | | | | | |
| | 22-02 | 01/13/22 WYSki Fest-#22-02 Advertising | | 1,450.00 | | MAP | 2101 410130 | 398 | 101000 |
| | 22-02 | 01/13/22 WYSki Fest-#22-02 Insurance | | 2,399.00 | | MAP | 2101 410130 | 398 | 101000 |
| | 22-02 | 01/13/22 WYSki Fest-#22-02 Trail Adm | | 3,034.29 | | MAP | 2101 410130 | 398 | 101000 |
| | 22-02 | 01/13/22 WYSki Fest-#22-02 Payroll | | 4,580.00 | | MAP | 2101 410130 | 398 | 101000 |
| 48779 | | 1 First Security Bank of BZN, Div | | 77,370.57 | | | | | |
| | 01/21/22 | 80Acres loan Principle | | 68,581.19 | | LOAN | 2100 490200 | 610 | 101000 |
| | 01/21/22 | 80Acres loan Interest | | 8,789.38* | | LOAN | 2100 490200 | 620 | 101000 |
| 48780 | | 1 First Security Bank of BZN, Div | | 38,835.69 | | | | | |
| | 01/21/22 | LittleRangers Loan Principle | | 30,437.71* | | LOAN | 1000 490500 | 610 | 101000 |
| | 01/21/22 | LittleRangers Loan Interest | | 8,397.98 | | LOAN | 1000 490500 | 620 | 101000 |
| | | # of Claims | 22 | Total: | 234,160.37 | | | | |

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 18, 2022

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Lisa Griffith, Jeff McBirnie, and Jeff Mathews

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Lanie Gospodarek, Public Services Superintendent Jon Simms, Fire Chief Shane Grube

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

Portions of the meeting are being recorded. Due to the worldwide pandemic caused by COVID-19, the meeting is being broadcast over the internet using a program called Zoom.

The Treasurer's Report with corresponding banking transactions is on file at the Town Offices for public review during regular business hours.

Public Comment Period

No public comment in received.

Council Comments

Lisa Griffith mentions that Moonrise Partners did move to add the Town of West Yellowstone to the lawsuit against the Madison Addition. She said she has a copy of the filing that she can share with the Council members. She talked to Town Manager Dan Walker about it and he is waiting for response from legal counsel.

Mayor Watt mentions that the NAIFC Ice Fishing Tournament that was cancelled in early January has been rescheduled for the last weekend in February. He also mentions that long-time resident Lee Powell recently passed away. A funeral service is scheduled for this Saturday, January 22, 2022 at the Povah Community Center.

WORK SESSION

Mayor Watt calls the meeting to order and explains the first portion of the meeting will be short presentations to by each department for the purpose of describing the functions of each department. Dianna Hansen and Debbi Paisley of the Social Services Department address the Council and distribute a packet of information that describes the various services they provide including public assistance applications, unemployment filing assistance, local job listings, operation of a food bank, management of the Community Help Fund, Covid-19 relief programs, shower facilities, clothing bank, referrals to other agencies, tele-therapy opportunities. Town Clerk Liz Roos addresses the Council to describe her role for the Town. She explains that her primary responsibility is to distribute information. She explains that she provides support for the Town Council including meeting preparations, agenda and packet distribution, technology support, scheduling and facilitating meetings. She describes her administrative duties to include project bidding, updating the website and social media, maintenance of vital records, employee cell phones, gas cards, insurance, and communicating with the public. She also provides support for the Town advisory boards, development review, and manages the Fir Ridge Cemetery. She also prepares and distributes payroll and performs multiple human resource duties. Court Clerk Kerry Parker describes the functions of the West Yellowstone City Court, which is a misdemeanor court of limited jurisdiction. She explains that she has been the court clerk for almost six years and has seen the annual case load range from 750 to 350, depending on leadership and staffing of the police department. Jon Simms, Public Services Superintendent, addresses the Council. He explains that the Public Services Department includes water and sewer system responsibilities, street plowing and maintenance, parks and recreation activities, building and development. He says their biggest challenge is staffing, they are currently down 5 people in his department. He says that the Recreation Coordinator that runs the Summer Recreation program, cooking classes, and Christmas day camp, and manages the Povah Community Center. Interim Chief of Police Neil Courtis and 911 Center Manager Brenda Martin address the Council. Courtis explains that their mission is "serve and protect" and they take that seriously. He says that they take over 5000 calls for service every year, a call for

service is something they have to respond to. He explains that they work with multiple other agencies including Fish Wildlife & Parks, Yellowstone National Park, Gallatin County, MT Highway Patrol, Hebgen Basin Fire District, and US Forest Service. He says that they also work with other departments to accomplish things in the community including Public Services and Social Services. He says they are currently down three officers and they are fortunately getting assistance from Gallatin County, who is covering day shifts. He says the current officers are taking at least one overtime shift a week. Brenda Martin explains that they do work at developing a relationship in the community with the kids in the school and participate in multiple events. Courtis says he tries to be at the school in the morning and when school get out in the afternoon and also often sits in on issues at the school where they need a law enforcement presence. Courtis says they also have a municipal jail, which is somewhat unusual. He says this allows people to serve short sentences without having to travel to Bozeman. They are currently working on their hiring procedures and are hoping to fill the current vacancies before too long. Finance Director Lanie Gospodarek presents an overview of the Finance Department. She explains that the annual responsibilities of the department is to prepare and present the annual budget. She also monitors the budget throughout the year and points out the “Public View” option that is on the Town’s website. She says that she also prepares and submits the Annual Financial Report to the state by the end of the year. They also participate in an annual audit. She says that on a weekly and monthly basis they enter claims and pay the bills, process business licenses, bill and collect for utilities, collect and track resort tax, the MAP Fund, and TBID. They also reconcile monthly with the court and recreation fees. She explains that she provides oversight for payroll and the capital improvement plan, they are the first contact for the public, support to the Town Manager, funding for major projects, financial information for bargaining, baked goods, and even some psychiatric help! Gospodarek briefly shows the Council how to access the “Public View” of the budget on the Town’s website.

Town Manager Dan Walker explains that they are going to present a summary of the capital projects the Town planned for this year. Jon Simms works through a list of 25 projects that were planned for in the current budget. He reports that the radio tower project is essentially complete, the tower is installed and the building was delivered last week. Highlights from the list include the Rails to Trails project that they anticipate bidding this spring, new lights and vertical repairs to the Union Pacific Dining Lodge, a volleyball court in Pioneer Park by next summer, the library room will be replaced in the spring, they received a responsible bid for Phase I of the casting pond project, the new van/administrative vehicle has been purchased, water lines on Nez Perce have been repaired, a company is coming in the spring to evaluate the resurfacing of the tennis courts, and they intend to finish crack sealing the streets in the spring. Several other projects have money set aside to complete in future years. Walker describes the work sessions that are planned for the rest of the year and topics that they need to address including wastewater treatment plant update, staffing plan, leases, Rails to Trails project, utility rate review, marijuana zoning laws and drug testing for personnel, airport infrastructure and lease, zoning and subdivision code updates, land trust and housing discussions.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$127,039.68. (Mathews, Benike)
- 2) Motion carried to approve the Consent Agenda, which includes the January 4, 2022 Town Council Meeting. (McBirnle, Benike)
- 3) Motion carried to accept and award the bid for Phase I of the Bob Jacklin Casting Pond to Tri-State Excavating. (Benike, Griffith) Mathews abstains.
- 4) Motion carried to approve the engagement letter for bond counsel with Dan Semmens of Dorsey & Whitney LLC for the wastewater treatment facility. (Benike, McBirnle)
- 5) Motion carried to to approve the site plan and project at 321 Hayden to convert a single family home into a duplex. (Benike, Griffith) McBirnle abstains.

- 6) Motion carried to approve the site plan and development application for 127 Faithful Street to add two RV sites. (McBirnle, Benike)
- 7) Motion carried to approve the site plan and development application for 134 Electric Street to add one RV space to be no larger than 10' x 20' and purchase one cash-in-lieu parking space. (Benike, McBirnle)

DISCUSSION

- 1) Council Member Griffith asks multiple questions about the claims and the purchase order process and conditional approval. Walker indicates that he will talk to Interim Chief Courtis about the grill guards that were ordered by the previous chief to determine whether they need them.
- 3) Town Engineer Dave Noel reports that when they bid the casting pond project last year, the bid they received was over \$200,000 for what they anticipated to be an \$80,000 project. They decided to break the project out into phases and bid each phase separately. The estimate for phase I is basically just construction of the pond. He says they received a bid from Tri-State Excavating for \$73,534 which appears to be a responsible bid and he recommends accepting the bid.
- 4) Walker explains that they are working to finalize the financing package for the wastewater treatment plant. Dan Semmens of Dorsey & Whitney LLP has been providing oversight and it is recommended that we retain him as bond counsel. Walker says that the fee will range between \$35,000 and \$40,000 and can be included in the cost of the project. Jane Mersen agrees and explains that bond counsel is a very specialized and detailed skill and she highly recommends approving the engagement letter. She says his proposal is reasonable.
- 5) Deputy Public Services Superintendent/Inspector KC Tanner addresses the Council to address the site plan and development applications for all three projects. He reports that all three projects have been reviewed by the Development Review Group and the Planning Board as well as Fire Chief Shane Grube.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Walker thanks the staff for their presentations earlier in the meeting. He reiterates the invitation from all the departments to visit and see how they operate. He reports that they are in the process of reviewing and approving an application for a skijoring event in February. He reports that they have been having internal meetings to discuss staffing and recruitment in the Police Department. He says that he will be bringing more information to the Council in the next couple of weeks. He says they received a notice from the State of Montana that they have received a total award of \$750,000 for the wastewater treatment plant from federal ARPA funds.
- B) **Advisory Board Reports:** Brian Benike reports that the MAP Fund Advisory Board met last week but had no new applications to review. Jeff Mathews reports that the Business Improvement Advisory Board also met and selected Leah Sherman to be the chair. They are going to meet every month on the second Thursday.

Mayor Watt reminds the group that Dan Clark of the Montana Local Government Center will be here tomorrow evening to present Roles and Responsibilities for the Town Council.

The meeting is adjourned. (8:30 PM)

Mayor

ATTEST:

Town Clerk

Finance Department – Week of 1/17/2022

Three check-ins with the auditors (Tuesday, Wednesday & Thursday)

Meetings:

Work Session/Council Meeting

Local Government Center Training

MMIA Board meetings (Wednesday 10:30 am; Thursday 2:00pm; Friday 7:30am – 4:00pm)

Still providing data to auditors

Provided support to Council members

Finance Department – Week of 1/24/2022

Meeting with Jeff Green of Gallatin County re: ARPA allocation from the County

Dept. Meeting,

Meeting with Shawna Swanz of DNRC

Auditor Meeting

Staffing Plan Meeting

Wastewater Treatment Plant Meeting

Providing information to auditors

Component Unit docs from WY Public Library Foundation

Proposed adjusting entries

Taxes Receivable

Reviewed payroll

Working with BMS on troubleshooting discrepancy in payroll and bank rec.

Heard from new employee at NRMEDD, Judy Slate

Vely Vazquez and Brenda Martin had birthdays this week

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: bullet points
Date: Friday, January 28, 2022 11:57:56 AM

From: Jon Simms <jsimms@townofwestyellowstone.com>
Sent: Thursday, January 27, 2022 2:34 PM
To: Dan Walker <dwalker@townofwestyellowstone.com>
Subject: FW: bullet points

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Thursday, January 27, 2022 2:18 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>
Subject: bullet points

Ice rink finished and Velly trained.
430 gibbon emailed and called about health department issue.
15 hayden emailed to fill out new zoning application
Emails sent to 127 faithful and 134 electric on passing council and cost.
Emails sent to 3 north canyon to complete zoning application for DRG on site walk thru.
221 north canyon parking calculations and site plan parking.
304 shoshone ready for DRG, new house
521 campanula ready for DRG, new duplex

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K.C. Tanner
Deputy Public Services Superintendent
Building Codes Inspector
Code Enforcement
406-640-0141

Recreation Department
January 20, 2022

- Unemployment
- Help Fill out passport applications
- 1st weekend of winter sports we had 6 kids show up
- Have been working with Jessica Picone for the Teen Center
- 1st night open for the teen center
- Funeral at the Povah Center for Lee Powel
- Rec board meeting
- Cooking Class this Thursday
- Came in at 5am with public works to plow
- Worked with KC at the ice- skating rink
- Booked some of the adventure days for Summer Rec

Vely Vazquez

Public Services Dept. Bi-weekly Report: January 14th thru January 27th, 2022

Work performed

INTERMENT: Lee Powell (1/22). Responded to possible sewer backup at Yellowstone Lodge, 251 S. Electric on 1/27. Uncovered and inspected several downstream manholes as well as the closest intercept to private lateral. Had Blu's Cleaning Services on standby in case of SAS mainline backup. Advised the PIC and relayed to them that all was flowing properly on town's end and that if they continue to experience issues call a plumber to have private line televised and jetted. Inspect Whiskey Spring and holding tank. Snow removal and cleanup as necessary, clear sightline hazards, widen berms, haul to snow yard (push up piles), clear out access to fire hydrants, walking paths, skating rink and establish ice. Remove snow sliding off rooftops into city streets and parkways. Run V-box and sand parking lots. Skating Rink is ready to go as of 1/26. Monitor snow floor and cut down as necessary, haul away debris, open road to WW lagoon, flow meter building and lift stations. Clear access to the museum for film crew coming on 1/30 to do a small piece on the building for a nature show. Replaced cracked drain tubing on ice machine and fixed leak at Povah Center. Replaced vacuum breaker on urinal at town hall. Order new pressure vessel for toilet at Povah Center. Equipment and vehicle updates/ scheduled PM's: in-service finished brakes and rotors on 936 loader, ordered tailgate latch cylinder for FL 80, change cutting edge on Zamboni, fixed oil leak w/in turbo on truck #55, replaced starter assembly on #49, order custom bushings for Stewart & Stevenson snow loader, replace ram cylinder on 772 grader, fix hydraulic leak on 772 grader, replace swivel coupler, look at head gasket issues on 77 international. Replace battery on 904 and truck #112. Hauled ping pong table for the teen center. Took down X-mas tree at town hall. Help PD with offloading and hauling new dispatch consoles into building. Modified trim in dispatch and make room for new lockers, cover up exposed wiring with wall plating. Cross training with crew, have guys practice running payload, motor grader, backhoe, and snow loaders. Grease zerk fittings on equipment and check fluids, pre-trip inspections (practice for final CDL testing). Inspect trash trailers and empty as necessary, litter collection, weekly recycling route, check dog waste stations and restock bags. Train Vely how to run Zamboni and plow truck. Move abandoned and tagged vehicles, haul away for the police department as requested. Locate curb stop at 221 Canyon St. Cycled lift station pump and generator on Hayden St. silenced alarm (1/25).

Administrative

Evaluate 2022 budgetary needs and submit weekly invoices. Enter timesheets and approve payroll for crew. Meet with town manager, bi-weekly town council meeting, department head meeting, weekly WWTP design meetings, parks and rec meeting, training with MSU and MMIA reps on 1/19, departmental presentations to council, present CIP project status updates to council. Meet with residents to discuss snow removal related concerns and issues. Discussion with I-WorQ's technical rep Michael Wood on 1/20/22 via zoom regarding newly implemented PW software. Reached out to Tim Stephens at Montana department of Labor and Industry to see about getting a licensed UL listed inspector on sight to review and tag the overhead lights which need to be reinstalled in Firehole Room at UPDL (1/25). Met with Snake River Garage Doors at the PW shop to look at modifying bay doors.

Respond to residential and business complaints, sewer backups, ruptured water lines, power outages, service valve requests, flag raising and lowering notifications, coordinate cremations and interments. Sign off on snow encroachment applications, meet w/ sales reps. Discuss upcoming projects with Dave Noel and Town Manager. CPR/ AED training at Fire Department on 1/19 (Jon Simms). Reach out to Carpet One in Idaho Falls to replace flooring in both exam rooms at town clinic (will be onsite to measure and quote the week of 2-7). Coordinate with Forsgren Engineering and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon. Coordinate monthly coliform/ bac- T samples with Jon Brown. Conduct weekly COVID samples (results available on the Gallatin County Health Departments website). Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances.

SOCIAL SERVICES

HIGHLIGHTS

JANUARY 17- 27 2022

25 COVID TEST KITS WERE HANDED OUT THIS MONTH

9 PREPARED FOR CLIENTS FOOD BOXES

DIANNA ATTENDED THE CPR CLASS THAT THE HEBGEN FIRE DISTRICT OFFERED ON 1/19

DEBBI IS REVISED THE EXCEL WORKSHEET TO BE ABLE TO TRACK ALL CLIENT ACTIVITIES. THIS FORM WILL BE EASIER WAY TO SHOW OUR DIALY ACTIVITY WITH CLIENTS.

6 INDIVIDUALS HAVE VISITED THE CLOTHING BANK

DONATIONS FROM INDIVIDUALS AND BUSINESSES

4 COMMUNITY HELP FUND VOUCHERS

UPDATING THE JOB LISTINGS BOARD

MARKET PLACE GAVE US 393 POUNDS OF FOOD 1/20

ROTATING AND CHECKING EXPIRATION DATES ON FOOD

RECEIVED A CALL FROM A FORMER CLIENT WHO WE ASSISTED LAST SUMMER. HE STATED THAT HE IS LIVING ON HIS OWN AND HAS A PART TIME JOB. HE JUST WANTED TO TELL US THAT WE "SAVED HIS LIFE" AND "WE WERE HIS ANGELS"

WE HAVE HAD A FEW QUIET DAYS SO WE HAVE BEEN ORGANIZING OLD FILES. MOVING FILES TO THE BASEMENT FILE CABINETS.

DIANNA HANSEN

DEBBI PAISLEY



January 24, 2022

Mr. Dan Walker, Operations Manager
Town of West Yellowstone
PO Box 1570
West Yellowstone, MT 59758-1570

Dear Mr. Walker:

On behalf of Community Health Partners (CHP), may this letter serve to accompany financial information pertaining to CHP's eleventh calendar year of operations in the Guy Hanson Medical Clinic. CHP is requesting the Town's share of \$100,000 in the risk-share agreement as voted on by the WY Town Council in 2021.

Last year, CHP-West Yellowstone provided comprehensive medical services to 1,214 patients during 4,366 medical visits – a nice step up from the previous year's COVID-19 dip though still less than past years due to the pandemic. Our core staff is providing great care with Erin Bevan, FNP, RN, continuing to lead the clinical team in partnership with the Big Sky Medical Center physicians. As was experienced by many organizations in the past year, we have had some staff changes during 2021. Erin is bolstered by both Tashi Byfield and Maria Salinas, our two medical assistants, though Maria currently is deployed overseas for one year in the National Guard. Andy Salinas, who is bilingual, and has long ties to the community, rounds out the current staff.

Our behavioral health therapist, Melissa Joecks, LCPC, is back in the clinic on Thursdays and we recently have had interest from two other counselors interested in working in West. We are interviewing and hope to add another day of counseling capacity in the near future. Melissa provided 587 therapy visits to 36 individual patients. Patty Peterson, our Parents As Teachers home visitor, provided 244 home visits in 2021 with 14 at risk families on her caseload. There also are numerous low-income families using the diaper depot co-hosted with the WY Social Services office to access free diapers.

In concert with the Gallatin City-County Health Department and the Hebgen Basin Fire District, CHP has worked tirelessly to both test and vaccinate local residents against COVID-19. We provided 219 in-clinic vaccines and 338 tests. CHP provided pharmacists and other staff to assist Chief Grube in his immunization clinics, while also ordering all of his vaccine from the state. CHP enjoys a tight working relationship with the Fire District and will be supplying them with free, at-home COVID-19 tests for residents to pick up for personal testing.

We were interested to see our number of local patients grow to 61% of our total patients seen from 55% in 2020 and have been working to ensure the local population knows about the clinic's services. Having bilingual staff also has helped in this regard and we have prioritized hiring bilingual staff members. In addition, we have worked closely with both the West Yellowstone Foundation and Community West Outreach to discuss ongoing efforts for suicide prevention and behavioral health awareness.

As needs shift dynamically in COVID-19 response, CHP stands ready to continue our partnerships with the county, fire district and town to ensure West Yellowstone residents are cared for. The need for solid primary care has never been greater and this is CHP's specialty.

We are grateful for the Town's ongoing partnership and coordination with other community organizations that enable CHP to serve West Yellowstone.

Sincerely,



Lander Cooney, CEO

CHP WEST YELLOWSTONE

Profit & Loss

01/14/22

January through December 2021

Accrual Basis

| | <u>Jan - Dec 21</u> |
|---------------------------------------|----------------------------|
| Ordinary Income/Expense | |
| Income | |
| 4001 · Total Net Patient Revenue | 354,743.34 |
| 4610 · Rev. - Donations | 28,488.31 |
| 4910 · Rev. - Other Income. | 45,391.34 |
| Total Income | <u>428,622.99</u> |
| Gross Profit | 428,622.99 |
| Expense | |
| 5000 · Salaries Medical | 254,399.95 |
| 5060 · Contract Services - Medical | 22,715.27 |
| 5070 · Medical Supplies | 39,940.28 |
| 5075 · Med Exp - CME/Dues/Licensure | 17,076.13 |
| 5080 · Insurance - Med Prof Liability | 1,130.62 |
| 5100 · Equipment - Medical Eq | 450.25 |
| 5115 · Depreciation Expense - Medical | 14,962.55 |
| 6100 · Mental Health | 21,850.22 |
| 6300 · Enabling Services | 736.15 |
| 7000 · Facility Expense | 31,466.49 |
| 7011 · Amortization Expense | 1,943.46 |
| 7016 · Utilities Phone | 12,915.49 |
| 7101 · Salaries Administrative | 97,791.59 |
| 7200 · Fringe Benefits | 58,032.52 |
| 7250 · Supplies - Office | 1,609.38 |
| 7275 · Professional Fees | 1,489.33 |
| 7280 · Contract Services - Admin | 1,818.86 |
| 7300 · Other Admin/Medical Expense | 717.63 |
| 7310 · Organization Dues | 183.00 |
| 7350 · Travel Expense/Board Training | 5,143.50 |
| 7650 · Furniture & Equipment - Office | 630.00 |
| Total Expense | <u>587,002.67</u> |
| Net Ordinary Income | (158,379.68) |
| Other Income/Expense | |
| Other Expense | |
| 9200 · Admin. Overhead Allocation | 132,980.68 |
| Total Other Expense | <u>132,980.68</u> |
| Net Other Income | (132,980.68) |
| Net Income | <u><u>(291,360.36)</u></u> |

CHP WEST YELLOWSTONE

Profit & Loss

01/14/22

January through December 2021

Accrual Basis

| | Jan - Dec 21 |
|---|--------------|
| Ordinary Income/Expense | |
| Income | |
| 4001 · Total Net Patient Revenue | |
| 4010 · Rev- Patient Pay | |
| 4011 · Self-Pay Patient Charges | 152,348.70 |
| 4013 · Sliding Fee Discounts | (51,734.11) |
| 4113 · Employee Discount | (175.29) |
| 4114 · Patient Pay - Bad Debt | (28,737.95) |
| Total 4010 · Rev- Patient Pay | 71,701.35 |
| 4210 · Rev. - Medicare | |
| 4211 · Medicare charges | 105,276.47 |
| 4212 · Medicare Adjustment | (43,346.51) |
| Total 4210 · Rev. - Medicare | 61,929.96 |
| 4310 · Rev. - Medicaid | |
| 4311 · Medicaid Charges | 113,617.78 |
| 4312 · Medicaid - FQHC Adj. | 22,604.92 |
| Total 4310 · Rev. - Medicaid | 136,222.70 |
| 4410 · Rev. Private Insurance | |
| 4411 · Private Insurance Charges | 177,016.55 |
| 4412 · Private Insurance Adjustments | (92,127.22) |
| Total 4410 · Rev. Private Insurance | 84,889.33 |
| Total 4001 · Total Net Patient Revenue | 354,743.34 |
| 4610 · Rev. - Donations | |
| 4610.1 · United Way | 1,488.31 |
| 4620.4 · Donations - Foundation | 27,000.00 |
| Total 4610 · Rev. - Donations | 28,488.31 |
| 4910 · Rev. - Other Income. | |
| 4910.1 · Bad Debt Recoveries | 9,593.37 |
| 4910.5 · Medicaid PCMH | 13,778.70 |
| 4910.55 · BCBS Blue Value | 12,065.28 |
| 4910.6 · Medication Sales | 352.00 |
| 4910.65 · COVID Test & Vaccine Admin Fees | 9,211.78 |
| 4910 · Rev. - Other Income. - Other | 390.21 |
| Total 4910 · Rev. - Other Income. | 45,391.34 |
| Total Income | 428,622.99 |
| Gross Profit | 428,622.99 |
| Expense | |
| 5000 · Salaries Medical | |
| 5000.2 · Med-PA/NP | 158,395.57 |
| 5000.3 · Med-Nurse - RN | 28,557.20 |
| 5000.4 · Med - Other Medical Staff | 67,447.18 |
| Total 5000 · Salaries Medical | 254,399.95 |
| 5060 · Contract Services - Medical | |
| 5060.1 · Contract Medical - Staffing | 22,715.27 |
| Total 5060 · Contract Services - Medical | 22,715.27 |
| 5070 · Medical Supplies | |
| 5070.1 · General Medical Supplies | 13,657.31 |
| 5070.2 · Vaccines Med. | 21,825.42 |
| 5070.3 · Vaccines - Flu | 3,928.85 |
| 5070.4 · Injectables | 528.70 |
| Total 5070 · Medical Supplies | 39,940.28 |

CHP WEST YELLOWSTONE

Profit & Loss

01/14/22

January through December 2021

Accrual Basis

| | Jan - Dec 21 |
|--|------------------|
| 5075 · Med Exp - CME/Dues/Licensure | |
| 5075.2 · Med - CME | 2,329.84 |
| 5075.3 · Dues/Licensure/DEA | 1,608.00 |
| 5075.5 · Travel - Medical | 13,138.29 |
| Total 5075 · Med Exp - CME/Dues/Licensure | 17,076.13 |
| 5080 · Insurance - Med Prof Liability | 1,130.62 |
| 5100 · Equipment - Medical Eq | 450.25 |
| 5115 · Depreciation Expense - Medical | 14,962.55 |
| 6100 · Mental Health | |
| 6105 · Behavioral Health Spec | 19,238.10 |
| 6115 · IBH - CME/Dues/Travel | 2,612.12 |
| Total 6100 · Mental Health | 21,850.22 |
| 6300 · Enabling Services | |
| 6307 · Outreach & Enrollment Staff | |
| 6309 · Contract Interpreter Services | 300.00 |
| 6320 · Patient Assistance-emer-exp | |
| 6320.2 · patient assistance expense | 399.00 |
| 6320.4 · Prescription voucher | 37.15 |
| Total 6320 · Patient Assistance-emer-exp | 436.15 |
| Total 6300 · Enabling Services | 736.15 |
| 7000 · Facility Expense | |
| 7000.1 · Building Rent Expense | 1,200.00 |
| 7000.4 · Cleaning Supplies | 1,276.83 |
| 7000.5 · Facility Cleaning | 10,185.00 |
| 7000.6 · Utilities | 8,495.15 |
| 7000.8 · Maint + Repairs | 747.97 |
| 7010 · Depreciation Expense - Office | 9,561.54 |
| Total 7000 · Facility Expense | 31,466.49 |
| 7011 · Amortization Expense | 1,943.46 |
| 7016 · Utilities Phone | |
| 7016.1 · Phone - Local & Data | 12,047.45 |
| 7016.2 · Cell Phones | 868.04 |
| Total 7016 · Utilities Phone | 12,915.49 |
| 7101 · Salaries Administrative | |
| 7101.1 · Admin-Exec | 28,586.92 |
| 7101.4 · Admin-Generalists | 69,204.67 |
| Total 7101 · Salaries Administrative | 97,791.59 |
| 7200 · Fringe Benefits | |
| 7201 · FICA Tax | 30,653.39 |
| 7202 · Unemployment MT | 2,180.60 |
| 7203 · Workers Comp. Ins | 4,213.48 |
| 7207 · Health Insurance | 15,068.26 |
| 7208.1 · 403(b) Match | 5,044.86 |
| 7209 · HSA Deposits | 557.27 |
| 7211 · Life Insurance | 314.66 |
| Total 7200 · Fringe Benefits | 58,032.52 |
| 7250 · Supplies - Office | |
| 7250.1 · General Office | 1,609.38 |
| Total 7250 · Supplies - Office | 1,609.38 |

CHP WEST YELLOWSTONE

Profit & Loss

01/14/22

January through December 2021

Accrual Basis

| | Jan - Dec 21 |
|---|---------------------|
| 7275 · Professional Fees | |
| 7275.1 · Acctg and Patient Billing Fees | 1,489.33 |
| Total 7275 · Professional Fees | 1,489.33 |
| 7280 · Contract Services - Admin | 1,818.86 |
| 7300 · Other Admin/Medical Expense | |
| 7301 · Postage and Shipping | 138.78 |
| 7303 · Recruitment | 52.00 |
| 7304 · Credentialing/Background Checks | 203.45 |
| 7306 · Other Admin Expense | 323.40 |
| Total 7300 · Other Admin/Medical Expense | 717.63 |
| 7310 · Organization Dues | 183.00 |
| 7350 · Travel Expense/Board Training | |
| 7350.3 · Celebration Funds | 347.08 |
| 7350.6 · In-State Travel/Misc Food/ | 4,796.42 |
| Total 7350 · Travel Expense/Board Training | 5,143.50 |
| 7650 · Furniture & Equipment - Office | 630.00 |
| Total Expense | 587,002.67 |
| Net Ordinary Income | (158,379.68) |
| Other Income/Expense | |
| Other Expense | |
| 9200 · Admin. Overhead Allocation | 132,980.68 |
| Total Other Expense | 132,980.68 |
| Net Other Income | (132,980.68) |
| Net Income | (291,360.36) |

CHP WEST YELLOWSTONE
Profit & Loss Prev Year Comparison
 January through December 2021

| | Jan - Dec 21 | Jan - Dec 20 | \$ Change | % Change |
|---|--------------|--------------|-------------|----------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4001 · Total Net Patient Revenue | | | | |
| 4010 · Rev- Patient Pay | | | | |
| 4011 · Self-Pay Patient Charges | 152,348.70 | 160,467.83 | (8,119.13) | (5.1)% |
| 4013 · Sliding Fee Discounts | (51,734.11) | (63,174.19) | 11,440.08 | 18.1% |
| 4113 · Employee Discount | (175.29) | (521.18) | 345.89 | 66.4% |
| 4114 · Patient Pay - Bad Debt | (28,737.95) | (22,504.59) | (6,233.36) | (27.7)% |
| Total 4010 · Rev- Patient Pay | 71,701.35 | 74,267.87 | (2,566.52) | (3.5)% |
| 4210 · Rev. - Medicare | | | | |
| 4211 · Medicare charges | 105,276.47 | 86,888.85 | 18,387.62 | 21.2% |
| 4212 · Medicare Adjustment | (43,346.51) | (37,343.04) | (6,003.47) | (16.1)% |
| Total 4210 · Rev. - Medicare | 61,929.96 | 49,545.81 | 12,384.15 | 25.0% |
| 4310 · Rev. - Medicaid | | | | |
| 4311 · Medicaid Charges | 113,617.78 | 115,286.11 | (1,668.33) | (1.5)% |
| 4312 · Medicaid - FQHC Adj. | 22,604.92 | 42,612.00 | (20,007.08) | (47.0)% |
| Total 4310 · Rev. - Medicaid | 136,222.70 | 157,898.11 | (21,675.41) | (13.7)% |
| 4410 · Rev. Private Insurance | | | | |
| 4411 · Private Insurance Charges | 177,016.55 | 181,066.94 | (4,050.39) | (2.2)% |
| 4412 · Private Insurance Adjustments | (92,127.22) | (93,853.08) | 1,725.86 | 1.8% |
| Total 4410 · Rev. Private Insurance | 84,889.33 | 87,213.86 | (2,324.53) | (2.7)% |
| Total 4001 · Total Net Patient Revenue | 354,743.34 | 368,925.65 | (14,182.31) | (3.8)% |
| 4610 · Rev. - Donations | | | | |
| 4610.1 · United Way | 1,488.31 | | 1,488.31 | 100.0% |
| 4620.2 · Donations - General | 100,000.00 | 100,607.71 | (607.71) | (0.6)% |
| 4620.4 · Donations - Foundation | 27,000.00 | 35,000.00 | (8,000.00) | (22.9)% |
| Total 4610 · Rev. - Donations | 128,488.31 | 135,607.71 | (7,119.40) | (5.3)% |
| 4910 · Rev. - Other Income. | | | | |
| 4910.1 · Bad Debt Recoveries | 9,593.37 | 7,478.00 | 2,115.37 | 28.3% |
| 4910.2 · Cost Report Settlements | | 4,530.00 | (4,530.00) | (100.0)% |
| 4910.5 · Medicaid PCMH | 13,778.70 | 9,962.40 | 3,816.30 | 38.3% |
| 4910.55 · BCBS Blue Value | 12,065.28 | 8,174.11 | 3,891.17 | 47.6% |
| 4910.6 · Medication Sales | 352.00 | 192.00 | 160.00 | 83.3% |
| 4910.65 · COVID Test & Vaccine Admin Fees | 9,211.78 | | 9,211.78 | 100.0% |
| 4910 · Rev. - Other Income. - Other | 390.21 | 390.21 | | |
| Total 4910 · Rev. - Other Income. | 45,391.34 | 30,726.72 | 14,664.62 | 47.7% |
| Total Income | 528,622.99 | 535,260.08 | (6,637.09) | (1.2)% |
| Gross Profit | 528,622.99 | 535,260.08 | (6,637.09) | (1.2)% |
| Expense | | | | |
| 5000 · Salaries Medical | | | | |
| 5000.2 · Med-PA/NP | 158,395.57 | 164,096.27 | (5,700.70) | (3.5)% |
| 5000.3 · Med-Nurse - RN | 28,557.20 | 41,233.43 | (12,676.23) | (30.7)% |
| 5000.4 · Med - Other Medical Staff | 67,447.18 | 38,123.41 | 29,323.77 | 76.9% |
| Total 5000 · Salaries Medical | 254,399.95 | 243,453.11 | 10,946.84 | 4.5% |
| 5060 · Contract Services - Medical | | | | |
| 5060.1 · Contract Medical - Staffing | 22,715.27 | 59,302.29 | (36,587.02) | (61.7)% |
| 5060.2 · Cont. Serv. Medical -Lab & XRay | | 2,228.75 | (2,228.75) | (100.0)% |
| Total 5060 · Contract Services - Medical | 22,715.27 | 61,531.04 | (38,815.77) | (63.1)% |

CHP WEST YELLOWSTONE
Profit & Loss Prev Year Comparison
 January through December 2021

| | Jan - Dec 21 | Jan - Dec 20 | \$ Change | % Change |
|--|--------------|--------------|------------|----------|
| 5070 · Medical Supplies | | | | |
| 5070.1 · General Medical Supplies | 13,657.31 | 13,549.77 | 107.54 | 0.8% |
| 5070.2 · Vaccines Med. | 21,825.42 | 11,412.12 | 10,413.30 | 91.3% |
| 5070.3 · Vaccines - Flu | 3,928.85 | 5,418.73 | (1,489.88) | (27.5)% |
| 5070.4 · Injectables | 528.70 | 477.91 | 50.79 | 10.6% |
| Total 5070 · Medical Supplies | 39,940.28 | 30,858.53 | 9,081.75 | 29.4% |
| 5075 · Med Exp - CME/Dues/Licensure | | | | |
| 5075.2 · Med - CME | 2,329.84 | 1,460.62 | 869.22 | 59.5% |
| 5075.3 · Dues/Licensure/DEA | 1,608.00 | 1,803.23 | (195.23) | (10.8)% |
| 5075.5 · Travel - Medical | 13,138.29 | 12,207.65 | 930.64 | 7.6% |
| Total 5075 · Med Exp - CME/Dues/Licensure | 17,076.13 | 15,471.50 | 1,604.63 | 10.4% |
| 5080 · Insurance - Med Prof Liability | 1,130.62 | 1,067.04 | 63.58 | 6.0% |
| 5100 · Equipment - Medical Eq | 450.25 | 4,072.03 | (3,621.78) | (88.9)% |
| 5115 · Depreciation Expense - Medical | 14,962.55 | 7,502.10 | 7,460.45 | 99.4% |
| 6100 · Mental Health | | | | |
| 6105 · Behavioral Health Spec | 19,238.10 | 21,781.45 | (2,543.35) | (11.7)% |
| 6115 · IBH - CME/Dues/Travel | 2,612.12 | 1,868.21 | 743.91 | 39.8% |
| Total 6100 · Mental Health | 21,850.22 | 23,649.66 | (1,799.44) | (7.6)% |
| 6300 · Enabling Services | | | | |
| 6307 · Outreach & Enrollment Staff | | 450.63 | (450.63) | (100.0)% |
| 6309 · Contract Interpreter Services | 300.00 | 600.00 | (300.00) | (50.0)% |
| 6320 · Patient Assistance-emer-exp | | | | |
| 6320.2 · patient assistance expense | 399.00 | | 399.00 | 100.0% |
| 6320.4 · Prescription voucher | 37.15 | | 37.15 | 100.0% |
| Total 6320 · Patient Assistance-emer-exp | 436.15 | | 436.15 | 100.0% |
| Total 6300 · Enabling Services | 736.15 | 1,050.63 | (314.48) | (29.9)% |
| 7000 · Facility Expense | | | | |
| 7000.1 · Building Rent Expense | 1,200.00 | 1,200.00 | | |
| 7000.4 · Cleaning Supplies | 1,276.83 | 972.82 | 304.01 | 31.3% |
| 7000.5 · Facility Cleaning | 10,185.00 | 9,950.00 | 235.00 | 2.4% |
| 7000.6 · Utilities | 8,495.15 | 8,092.63 | 402.52 | 5.0% |
| 7000.8 · Maint + Repairs | 747.97 | 512.06 | 235.91 | 46.1% |
| 7010 · Depreciation Expense - Office | 9,561.54 | 5,248.56 | 4,312.98 | 82.2% |
| Total 7000 · Facility Expense | 31,466.49 | 25,976.07 | 5,490.42 | 21.1% |
| 7011 · Amortization Expense | 1,943.46 | 715.98 | 1,227.48 | 171.4% |
| 7016 · Utilities Phone | | | | |
| 7016.1 · Phone - Local & Data | 12,047.45 | 8,668.36 | 3,379.09 | 39.0% |
| 7016.2 · Cell Phones | 868.04 | 1,208.77 | (340.73) | (28.2)% |
| Total 7016 · Utilities Phone | 12,915.49 | 9,877.13 | 3,038.36 | 30.8% |
| 7101 · Salaries Administrative | | | | |
| 7101.1 · Admin-Exec | 28,586.92 | 24,969.49 | 3,617.43 | 14.5% |
| 7101.4 · Admin-Generalists | 69,204.67 | 71,596.30 | (2,391.63) | (3.3)% |
| Total 7101 · Salaries Administrative | 97,791.59 | 96,565.79 | 1,225.80 | 1.3% |
| 7200 · Fringe Benefits | | | | |
| 7201 · FICA Tax | 30,653.39 | 28,306.02 | 2,347.37 | 8.3% |
| 7202 · Unemployment MT | 2,180.60 | 1,691.42 | 489.18 | 28.9% |
| 7203 · Workers Comp. Ins | 4,213.48 | 3,819.97 | 393.51 | 10.3% |
| 7207 · Health Insurance | 15,068.26 | 21,763.50 | (6,695.24) | (30.8)% |
| 7208.1 · 403(b) Match | 5,044.86 | 7,708.72 | (2,663.86) | (34.6)% |

CHP WEST YELLOWSTONE
Profit & Loss Prev Year Comparison
 January through December 2021

| | Jan - Dec 21 | Jan - Dec 20 | \$ Change | % Change |
|---|---------------------|---------------------|--------------------|-----------------|
| 7209 · HSA Deposits | 557.27 | 2,238.59 | (1,681.32) | (75.1)% |
| 7211 · Life Insurance | 314.66 | 316.79 | (2.13) | (0.7)% |
| Total 7200 · Fringe Benefits | 58,032.52 | 65,845.01 | (7,812.49) | (11.9)% |
| 7250 · Supplies - Office | | | | |
| 7250.1 · General Office | 1,609.38 | 1,265.69 | 343.69 | 27.2% |
| Total 7250 · Supplies - Office | 1,609.38 | 1,265.69 | 343.69 | 27.2% |
| 7275 · Professional Fees | | | | |
| 7275.1 · Acctg and Patient Billing Fees | 1,489.33 | 1,688.74 | (199.41) | (11.8)% |
| Total 7275 · Professional Fees | 1,489.33 | 1,688.74 | (199.41) | (11.8)% |
| 7280 · Contract Services - Admin | 1,818.86 | 994.48 | 824.38 | 82.9% |
| 7300 · Other Admin/Medical Expense | | | | |
| 7301 · Postage and Shipping | 138.78 | 189.05 | (50.27) | (26.6)% |
| 7303 · Recruitment | 52.00 | 646.00 | (594.00) | (92.0)% |
| 7304 · Credentialing/Background Checks | 203.45 | 149.45 | 54.00 | 36.1% |
| 7306 · Other Admin Expense | 323.40 | 296.45 | 26.95 | 9.1% |
| Total 7300 · Other Admin/Medical Expense | 717.63 | 1,280.95 | (563.32) | (44.0)% |
| 7310 · Organization Dues | 183.00 | 183.00 | | |
| 7350 · Travel Expense/Board Training | | | | |
| 7350.3 · Celebration Funds | 347.08 | 643.18 | (296.10) | (46.0)% |
| 7350.6 · In-State Travel/Misc Food/ | 4,796.42 | 4,605.08 | 191.34 | 4.2% |
| Total 7350 · Travel Expense/Board Training | 5,143.50 | 5,248.26 | (104.76) | (2.0)% |
| 7650 · Furniture & Equipment - Office | 630.00 | 295.00 | 335.00 | 113.6% |
| Total Expense | 587,002.67 | 598,591.74 | (11,589.07) | (1.9)% |
| Net Ordinary Income | (58,379.68) | (63,331.66) | 4,951.98 | 7.8% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 9250 · Federal Grants | | | | |
| 9255 · Federal 330 Grant | | 324.00 | (324.00) | (100.0)% |
| Total 9250 · Federal Grants | | 324.00 | (324.00) | (100.0)% |
| Total Other Income | | 324.00 | (324.00) | (100.0)% |
| Other Expense | | | | |
| 9200 · Admin. Overhead Allocation | 132,980.68 | 112,883.42 | 20,097.26 | 17.8% |
| Total Other Expense | 132,980.68 | 112,883.42 | 20,097.26 | 17.8% |
| Net Other Income | (132,980.68) | (112,559.42) | (20,421.26) | (18.1)% |
| Net Income | (191,360.36) | (175,891.08) | (15,469.28) | (8.8)% |

COMMUNITY HEALTH PARTNERS

112 W Lewis St
Livingston, MT 59047

Invoice

| | |
|------------|-------------|
| Date | Invoice # |
| 12/31/2021 | WY 12.31.21 |

| |
|---|
| Bill To |
| Town of West Yellowstone P.O. Box 1570 West Yellowstone, MT 59758 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|-------------------------------|--------------|--------------|
| | 2021 Calendar Year Risk Share | 100,000.00 | 100,000.00 |
| | | Total | \$100,000.00 |

TOWN OF WEST YELLOWSTONE

PUBLIC NOTICE

Police Commission

The West Yellowstone Town Council is seeking applicants to serve on the Police Commission. Duties of a Police Commissioner include screening police officer applicants and hearing/deciding upon appeals brought by a police officer that has been disciplined, suspended, removed, or discharged. Police Commissioners are appointed by the Town Council for a term of five years.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT, or online at www.townofwestyellowstone.com. Preference will be given to applications received by January 28, 2022. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk



Police Commission

| NAME | DATE APPOINTED | TERM EXPIRES |
|---|--------------------|--------------------|
| Don H. "Doc" DeTonancour PO Box 2045 West Yellowstone, MT 59758 (406) 640-0063 Doc_detonancour@live.com | 12/3/13 8/7/18 | 12/3/17 8/6/21 |
| Bill Howell PO Box 337 West Yellowstone, MT 59758 (406) 640-7475 bill@yellowstonemt.com | 12/3/13 1/22/19 | 12/3/18 1/22/22 |
| Julie Hannaford PO Box 1550 West Yellowstone, MT 59758 (406) 640-4116 jahannaford8@gmail.com | 1/22/19 | 1/22/22 |

STAFF

Chief of Police
PO Box 1570
West Yellowstone, MT 59758
(406) 640-1754

Determined that terms should only be 3 years instead of 5, according to MCA 7-32-4152.
Town Council action to amend the terms was taken on 10/6/20.

Updated 10/6/20, er

From: [julie hannafor](#)
To: [Elizabeth Roos](#)
Subject: Re: Police Commission
Date: Monday, January 10, 2022 11:07:16 AM

Liz

I would like to be reappointed to the Police Commission.

Julie Hannaford

On Mon, Jan 10, 2022 at 10:56 AM Elizabeth Roos <eroos@townofwestyellowstone.com> wrote:

Hello Police Commissioners,

Terms for the members of the Police Commission have recently or are about to expire. Attached is a listing of the current commissioners and terms as well as an announcement seeking applicants to service on the commission. A blank application is also attached. Current commissioners that wish to be reappointed may send a letter or email requesting such or fill out a new application. Responses are requested by January 28 so we can plan for the Council to make the appointments at the February 1, 2022 Town Council Meeting. Feel free to share this information with anyone else that may be interested in serving on the commission.

Thank you,

Elizabeth Roos, Town Clerk, CMC

Town of West Yellowstone

PO Box 1570

440 Yellowstone Avenue

West Yellowstone, MT 59758

www.townofwestyellowstone.com

Bill Howell
POB 337
West Yellowstone, MT 59758

Town of West Yellowstone
POB 1570
West Yellowstone, MT 59758

January 11, 2022

To Whom It May Concern:

I would like to be reappointed to the Police Commission for another term.

Sincerely,

A handwritten signature in cursive script that reads "Bill Howell".

Bill Howell