

Town of West Yellowstone

Tuesday, February 18, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Purchase Orders

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the February 5, 2020 Town Council Meeting** ∞

Business License Applications ∞

- Exhale Body Therapy
- Two Top Snowmobile license transfer, resort tax bond waiver request

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period,

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

UNFINISHED BUSINESS

Community Health Partners Risk Share Agreement, \$100,000

Discussion/Action ∞

NEW BUSINESS

Revised Revolving Loan Fund Program Guidelines

Discussion ∞

Correspondence/Meeting Reminders/FYI

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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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/20

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* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46620	2088 Town West Yellowstone	605.33					
	01/31/20 utility chrgs, Chamber, 895	51.49		BLDGS	1000 411257	340	101000
	01/31/20 utility chrgs, UPDL, 892	76.65		BLDGS	1000 411252	340	101000
	01/31/20 utility chrgs, PS Shops, 884	35.37		BLDGS	1000 411253	340	101000
	01/31/20 utility chrgs. Povah Ctr, 887	75.74		BLDGS	1000 411255	340	101000
	01/31/20 utility chrgs, Police Dept, 886	45.53		BLDGS	1000 411258	340	101000
	01/31/20 utility chrgs, City Park, 885	138.55		BLDGS	1000 411253	340	101000
	01/31/20 utility chrgs, Library, 891	35.71		LIBBLD	1000 411259	340	101000
	01/31/20 utility chrgs, Lift #1, 903	15.28		SEWER	5310 430600	340	101000
	01/31/20 utility chrgs, Twn Hall, 921	131.01		TWNHAL	1000 411250	340	101000
46621	95 Energy West-Montana	3,602.31					
	01/29/20 nat gas 210361788 updl	241.10		UPDH	1000 411252	344	101000
	01/29/20 nat gas 210360293 Police	30.55		POLBLD	1000 411258	344	101000
	01/29/20 nat gas 210361746 Pub Services	825.95		STREET	1000 430200	344	101000
	01/29/20 nat gas 210361811 old firehall	264.00		PARK	1000 460430	344	101000
	01/29/20 nat gas 210363966 old bld ins	131.20		STREET	1000 430200	344	101000
	01/29/20 nat gas 210360540 library	473.69		LIBBLD	1000 411259	344	101000
	01/29/20 nat gas 210364599 Povah	823.36		POVAH	1000 411255	344	101000
	01/29/20 nat gas 210361697 Iris Lift St	34.74		PUBSVC	1000 430200	344	101000
	01/29/20 nat gas 210365425 Twn Hall	747.17		TWNHAL	1000 411250	344	101000
	01/29/20 nat gas 210361655 Mad Add Sewe	30.55		SEWER	5310 430600	344	101000
46622	2853 Two Seasons Recycling	500.00					
	2020787 01/31/20 monthly recycling	500.00		PARKS	1000 460430	534	101000
46624	2546 Century Link QCC	10.47					
	1485007435 01/23/20 long dist chg 406-646-7600	10.47		DISPAT	1000 420160	345	101000
46627	2952 DIS Technologies	595.00					
	5272 02/05/20 Monthly Managed Svcs-Dspatch	595.00		DISPCH	1000 420160	398	101000
46629	2822 ClearBlu Cleaning Services	3,960.00					
	1012 02/01/20 Jan 2020 - Town Hall	1,000.00		TWNHLL	1000 411250	357	101000
	1012 02/01/20 Jan 2020 - Library	400.00		LIBES	1000 411259	357	101000
	1012 02/01/20 Jan 2020- Trailhead Bldng.	260.00		TRLHED	1000 411256	350	101000
	1012 02/01/20 Jan 2020 - Povah	450.00		POVAH	1000 411255	350	101000
	02/01/20 Jan 2020 Povah addendum	0.00		POVAH	1000 411255	350	101000
	1012 02/01/20 Jan 2020 - Chamber Bldng.	1,100.00		CHAMB	1000 411257	357	101000
	1012 02/01/20 Jan 2020 - Park Bathrooms	500.00		PARKS	1000 411253	357	101000
	1015 02/01/20 Jan 2020-Dispatch Center	250.00		POLICE	1000 411258	398	101000

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46631		2421 NAPA Auto Parts		1,079.61					
	01/31/20	Napa Supplies		1,067.46		STREET	1000 430200	220	101000
	01/31/20	NAPA supplies - water		8.97		WATER	5210 430500	220	101000
	01/31/20	NAPA supplies - coveralls		3.18		SEWER	5310 430600	220	101000
46633		2789 WEX Bank		9,205.35					
	02/01/20	07 Ford Expedition 6-54563A		53.66*		WATER	5210 430500	231	101000
	02/01/20	07 Ford Expedition 6-54563A		53.65*		SEWER	5310 430600	231	101000
	02/01/20	06 Dodge Durango 6-1374		54.03		PUBSER	1000 430200	231	101000
	02/01/20	17 Dodge Ram #1		223.28		POLICE	1000 420100	231	101000
	02/01/20	17 Dodge Ram #2		323.83		POLICE	1000 420100	231	101000
	02/01/20	10 Ford Expedition 6-000046		116.12		SOCSER	1000 450135	231	101000
	02/01/20	11 Ford Expedition 6-21425A		33.28		POLICE	1000 420100	231	101000
	02/01/20	10 JD Backhoe 310SJ		347.07		STREET	1000 430200	231	101000
	02/01/20	77 Int'l Dumptruck		0.00		STREET	1000 430200	231	101000
	02/01/20	Snow Blower		0.00		STREET	1000 430200	231	101000
	02/01/20	02 Freightliner		0.00		STREET	1000 430200	231	101000
	02/01/20	140 G Grader		90.33		STREET	1000 430200	231	101000
	02/01/20	CAT 936 Loader		601.54		STREET	1000 430200	231	101000
	02/01/20	91 Ford 6-582		125.71		STREET	1000 430200	231	101000
	02/01/20	15 Sweeper		184.46		STREET	1000 430200	231	101000
	02/01/20	SS Snow Blower Green		906.82		STREET	1000 430200	231	101000
	02/01/20	14 Water Truck		0.00		STREET	1000 430200	231	101000
	02/01/20	00 Freightliner Dump 6-60700A		249.32		STREET	1000 430200	231	101000
	02/01/20	2010 JD 772 Grader		1,016.42		POLICE	1000 420100	231	101000
	02/01/20	02 Freightliner Dump 6-54564A		498.92		STREET	1000 430200	231	101000
	02/01/20	08 Ford Pickup 6-1450		62.19*		WATER	5210 430500	231	101000
	02/01/20	08 Ford Pickup 6-1450		62.18*		SEWER	5310 430600	231	101000
	02/01/20	08 GMC Pickup 6-1484		80.17		STREET	1000 430200	231	101000
	02/01/20	08 CAT 938H Loader		1,279.90		STREET	1000 430200	231	101000
	02/01/20	08 904B MiniLoader		109.81*		WATER	5210 430500	231	101000
	02/01/20	08 904B MiniLoader		109.82*		SEWER	5310 430600	231	101000
	02/01/20	01 Freightliner truck 1		391.28		STREET	1000 430200	231	101000
	02/01/20	01 Freightliner truck 2		535.90		STREET	1000 430200	231	101000
	02/01/20	08 Ford Escape (multi-use)		0.00		DISPAT	1000 420160	370	101000
	02/01/20	14 Police Interceptor		259.23		POLICE	1000 420100	231	101000
	02/01/20	15 Ford F-250		238.16		STREET	1000 430200	231	101000
	02/01/20	18 Dodge Ram-PW		172.02		STREET	1000 430200	231	101000
	02/01/20	18 Dodge Ram-Police		315.76		POLICE	1000 420100	231	101000
	02/01/20	19 Dodge Durango		224.26		POLICE	1000 420100	231	101000
	02/01/20	Tractor		413.85		STREET	1000 430200	231	101000
	02/01/20	19 Dodge 5500		72.38		STREET	1000 430200	231	101000

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46634		2952 DIS Technologies		747.43					
	5295	02/05/20 Email accounts/managed IT		747.43		IT	1000 410580	355	101000
46635		2813 Century Link		70.00					
	01/28/20	DSL Pub Serv Office 646-7949		70.00		ROAD	1000 430200	345	101000
46642		2264 MORNING GLORY COFFEE & TEA		33.75					
	304045	02/04/20 Dispatch coffee		33.75		DISP	1000 420160	220	101000
46643		2575 WY Tourism Business Improvement		7,693.07					
	01/31/20	Collections for December 2019		7,693.07		TBID	7202 411800	540	101000
46683		40 Jerry's Enterprises		295.14					
	01/13/20	Fuel Public Services		301.16		ROAD	1000 430200	231	101000
	01/14/20	Discount fuel		-6.02		ROAD	1000 430200	231	101000
46684		2 Forsgren Associates P.A.		18,440.00					
	120024	01/25/20 WW FPS		15,000.00		SEWER	5320 430640	354	101000
	120023	01/25/20 Casting Pond		3,440.00		PLAN	4000 460460	930	101000
46685		254 Firehole Fill Up/Economart		1,203.11					
	1712589	01/07/20 Diesel fuel		185.01		STREET	1000 430200	231	101000
	1712590	01/07/20 Diesel Fuel 938 Cat Loader		123.57		STREET	1000 430200	231	101000
	1712608	01/08/20 Diesel Fuel 938 Cat Loader		94.48		STREET	1000 430200	231	101000
	1712627	01/09/20 Diesel Fuel 938 Cat Loader		66.31		STREET	1000 430200	231	101000
	1712642	01/10/20 Diesel Fuel Snow Plow		54.74		STREET	1000 430200	231	101000
	1712671	01/13/20 Red DyedvDiesel Fuel Grader		162.30		STREET	1000 430200	231	101000
	1712690	01/14/20 Red DyedvDiesel Fuel Grader		128.39		STREET	1000 430200	231	101000
	1712708	01/15/20 Red DyedvDiesel Fuel Grader		68.39		STREET	1000 430200	231	101000
	1712742	01/17/20 Red DyedvDiesel Fuel Grader		72.66		STREET	1000 430200	231	101000
	1712862	01/27/20 Red DyedvDiesel Fuel 938		72.53		STREET	1000 430200	231	101000
	1712878	01/28/20 Red DyedvDiesel Fuel Grader		174.73		STREET	1000 430200	231	101000
46686		65 T & E		112.32					
	42CS044330	01/27/20 Equipment parts		112.32		ROAD	1000 430200	220	101000
46687		764 General Distributing Co.		55.18					
	839968	01/31/20 Welding supplies		55.18		STREET	1000 430200	220	101000

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46688		2099 Quick Print of West Yellowstone		32.00					
	12955	01/02/20 Public Works Planners (2)		32.00		ROAD	1000 430200	220	101000
46689		471 Northwest Pipe Fittings, Inc.		1,179.52					
	5270088	01/28/20 Collision Repair/Hydrant wren		357.75		WATER	5210 430550	369	101000
	5271909	01/31/20 Hydrant Extension		821.77		WATER	5210 430590	251	101000
46690		3247 Auditel, Inc.		269.45					
	TWy0131202	01/31/20 Fee on Monthly Savings		269.45		TWNHL	1000 411250	345	101000
46691		2537 Balco Uniform Co., Inc.		192.00					
	55658-5	02/07/20 Uniform Jimenez		192.00		POLICE	1000 420100	226	101000
46692		135 Food Roundup		165.98					
		01/31/20 Gift Cert (3)		150.00*		LEGISL	1000 410100	220	101000
		11/05/19 Help fund supplies		9.99		HELP	7010 450135	220	101000
		01/28/19 TC supplies		5.99*		LEGISL	1000 410100	220	101000
46693		533 Market Place		553.35					
		01/31/20 Gift Certificates		500.00*		LEGISL	1000 410100	220	101000
		01/21/20 TC Supplies		18.52*		LEGISL	1000 410100	220	101000
		01/09/20 Prisoner supplies		34.83		POLICE	1000 420230	220	101000
46694		2898 TransUnion Risk and Alternative		50.00					
	202001-1	02/01/20 Contracted Services		50.00		POLICE	1000 420100	398	101000
46695		951 Barnes & Noble		219.51					
	3958717	01/23/20 Books		173.52		LIBRY	2220 460100	215	101000
	3958716	01/23/20 Books		20.99		LIBRY	2220 460100	215	101000
	3959068	01/24/20 Member Card Renewal		25.00		LIBRY	2220 460100	335	101000
46696		1311 Teton Communications		803.20					
	14638	01/27/20 Police Radio Repair		803.20		POLICE	1000 420100	362	101000
46697		999999 ELENA DE DIEGO- CAFE MADRIZ		2,709.01					
		02/05/20 Overpayment of Resort Tax		2,709.01		RESORT	2100 315100		101000
46698		999999 SAY SANG SU		25.00					
		02/06/20 Exonerated Bond		25.00		COURT	7469 212401		101000

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46699	999999 DANIEL SABOLSKY	345.30					
	01/09/20 YHC Strategic Planning Meals	40.00		ADMIN	1000 410210	370	101000
	01/16/20 City Manager's Meeting Travel	275.30		ADMIN	1000 410210	370	101000
	01/23/20 NRMEDD-Mike Manship Meals	30.00		ADMIN	1000 410210	370	101000
46700	999999 IRMA E. VAZQUEZ	37.59					
	02/05/20 Cooking Class supplies	37.59*		RECREA	1000 460440	220	101000
46701	2958 SHI International Corp	273.03					
	B11247648 01/29/20 MicroSoft Office Rec Dept	273.03		RECREA	1000 460440	216	101000
46702	3176 Magda Nelson - Local Government	26.25					
	99 02/11/20 Consulting Services	26.25		AUDIT	1000 410530	353	101000
46703	3261 Targhee Services	79.70					
	02/04/20 91 Ford F-250 Sewer Dept	79.70		SEWER	5310 430600	357	101000
46704	999999 RICHARD GIBSON	401.12					
	02/12/20 BigSky Drug & Alcohol Symposiu	401.12		COURT	1000 410360	370	101000
46705	E 2673 First Bankcard	67.84					
	01/10/20 4-way air tailgate valve	67.84		STREET	1000 430200	369	101000
46706	E 2673 First Bankcard	312.54					
	01/24/20 Utility billing past due notic	12.60		WATER	5210 430500	311	101000
	01/24/20 Utility billing past due notic	12.60		SEWER	5310 430600	311	101000
	1000123695 01/30/20 WordPress Hosting Library	249.99		LIBRY	2220 460100	398	101000
	4045806 01/31/20 iPad Case for G Johnson	37.35		WATER	5210 430500	220	101000
46707	E 2673 First Bankcard	1,846.95					
	01/06/20 Foxtrot Restaurant	26.88		POLICE	1000 420100	370	101000
	01/10/20 Uniform-Custom Logo	545.31*		DISPTC	1000 420160	226	101000
	58999450 01/15/20 Positive Promo-Lnyrds,Minift	857.95		POLICE	1000 420100	327	101000
	23412 01/27/20 Jake's Auto-Towed vehicle serc	77.81		POLICE	1000 420100	317	101000
	644807 01/30/20 APCO Intrntl- Memberships	339.00		DISPTC	1000 420160	335	101000
46708	E 2964 CITI CARDS	4,996.03					
	665190 01/06/20 Industrial Tote(2)	19.96*		RECREA	1000 460440	220	101000
	01/07/20 MP- Meating supplies	96.78*		LEGISL	1000 410100	220	101000
	01/09/20 Pre-stamped Envelopes-postage	550.00*		ADMIN	1000 410210	311	101000
	01/09/20 Pre-stamped Envelopes	99.10*		ADMIN	1000 410210	220	101000
	01/09/20 Pre-stamped Envelopes-Postage	825.00		FINANC	1000 410510	311	101000
	01/09/20 Pre-stamped Envelopes	171.85		FINANC	1000 410510	220	101000
	01/09/20 Gloves, Thermometer	161.22		WATER	5210 430500	220	101000

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	01/15/20 Expedia-Dan to Helena	162.92		ADMIN	1000 410210	370	101000
	02/05/20 Assertiveness Webinar	149.00		ADMIN	1000 410210	380	101000
	38324984 01/23/20 MT Rural Water confer-Russel	402.57		FINANC	1000 410510	370	101000
	01/21/20 TC Meating meal	106.09*		LEGISL	1000 410100	220	101000
	330682 01/23/20 Safety signs/Traffic signs	384.60		ROAD	1000 430200	243	101000
	01/23/20 Sympathy Box - Aderhold	74.49		ADMIN	1000 410210	870	101000
	W953142123 01/21/20 iPad for Water Dept	329.00		WATER	5210 430550	212	101000
	6885831 01/24/20 Safty Cabinet for flamble liq	449.00		SEWER	5310 430600	366	101000
	01/28/20 Legislative Meals TC	101.09*		LEGISL	1000 410100	220	101000
	WB00735705 01/29/20 Basic Lock Kit	159.19		SEWER	5310 430630	220	101000
	331997 01/29/20 Fire Extinguisher signs	105.30		STREET	1000 430200	243	101000
	7153835 02/04/20 Notepads sets (2)	40.38*		ADMIN	1000 410210	220	101000
	87888485 02/04/20 Recreation Travel Vazquez	191.28*		RECREA	1000 460440	380	101000
	02/01/20 Eppley Institute for Parks Vaz	340.00*		RECREA	1000 460440	380	101000
	W946099737 02/03/20 Surface Mount Fire Extingu	46.88*		TWNHLL	1000 411250	366	101000
	W849363167 02/03/20 Fire extinguishers-Soc Ser	34.50*		TWNHLL	1000 411250	366	101000
	W849363167 02/03/20 Fire extinguishers-Waterbl	44.47		WATER	5210 430500	212	101000
	01/14/20 .org Domain Renewal for Libry	21.17		LIBRY	2220 460100	398	101000
	02/05/20 MP-TC Meeting Supplies	100.19*		LEGIS	1000 410100	220	101000
	01/09/20 SilverState Consultin Credit	-170.00		COURT	1000 410360	380	101000
46709	40 Jerry's Enterprises	125.00					
	122619-01 12/26/19 Help Fund Fuel	30.00		HELP	7010 450135	231	101000
	080219-01 08/02/19 Help Fund Fuel	25.00		HELP	7010 450135	231	101000
	082319-01 08/23/19 Help Fund Fuel	25.00		HELP	7010 450135	231	101000
	082619-01 08/26/19 Help Fund Fuel	45.00		HELP	7010 450135	231	101000
46710	3021 MSU Local Government Center	603.24					
	2053 02/13/20 1 day Municipal Training	500.00		LEGIS	1000 410100	356	101000
	2053 02/13/20 Travel Bozeman to W.Y	103.24		LEGIS	1000 410100	356	101000
46711	3243 Susan Swimley	18.50					
	2509 01/31/20 Moonrise review	18.50			1000 411100	352	101000
46712	1061 Lane and Associates	439.93					
	7657 02/10/20 Employee random drug testing	439.93			1000 410210	356	101000
46713	2914 NRMEDD	2,000.00					
	15099 02/13/20 final admin, EDA grant for wes	2,000.00		ADMIN	1000 411000	398	101000

02/14/20
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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/20

Page: 7 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46714		3189 Skijor West		8,010.90					
	02/13/20	Skijor Purse - 8,000 Cap		8,000.00		MAP	2101 410130	398	101000
	02/13/20	Adv. Funding Request		-4,377.00		MAP	2101 410130	398	101000
	08/13/20	Joel Pilcher ART & Design		1,275.00		MAP	2101 410130	398	101000
	10/29/19	Lamar Billboards		1,990.00		MAP	2101 410130	398	101000
	02/04/20	Post Register E-mail blast		125.00		MAP	2101 410130	398	101000
	02/04/20	Post Register Reveal Ad		150.00		MAP	2101 410130	398	101000
	02/04/20	Post Register W.Y. Event		240.00		MAP	2101 410130	398	101000
	02/13/20	Island Park News online		525.00		MAP	2101 410130	398	101000
	01/27/20	Staples, Posters		82.90		MAP	2101 410130	398	101000
46715		3209 James Keller		475.00					
	02/08/20	drywall of h20/ww super office		475.00			1000 411250	920	101000
46716		1770 Melanie Gospodarek		1,296.50					
	01/29/20	Class Tuition		1,189.00		FINADM	1000 410510	380	101000
	01/29/20	Books		107.50		FINADM	1000 410510	380	101000
46717		151 Gallatin County WY TS/Compost		190.00					
	01/31/20	Housaehold waste charges		190.00		PARKS	1000 460430	534	101000
		# of Claims	47	Total:	75,952.51				
		Total Electronic Claims			7,223.36	Total Non-Electronic Claims			68729.15

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$35,474.93
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$2,709.01
2101 Marketing & Promotions (MAP)	
101000 CASH	\$8,010.90
2220 Library	
101000 CASH	\$490.67
4000 Capital Projects/Equipment	
101000 CASH	\$3,440.00
5210 Water Operating Fund	
101000 CASH	\$1,998.79
5310 Sewer Operating Fund	
101000 CASH	\$975.15
5320 Sewer Replacement Depreciation Fund	
101000 CASH	\$15,000.00
7010 Social Services/Help Fund	
101000 CASH	\$134.99
7202 TBID Agency Fund	
101000 CASH	\$7,693.07
7469 City Court - Judge Gibson	
101000 CASH	\$25.00
Total:	\$75,952.51

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
February 5, 2020

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Greg Forsythe, Travis Watt and Jeff Mathews

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Finance Director Lanie Gospodarek, Social Services Director Kathi Arnado, Chief of Police Scott Newell, Water & Wastewater Superintendent Greg Johnson

The meeting is called to order by Mayor Jerry Johnson 6:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

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

WORK SESSION

Mayor Johnson calls the meeting to order for the purpose of discussing a new wastewater treatment facility. Dave Noel, Town Engineer, addresses the Council and explains that he is present to answer questions and help the Council make a decision. Noel says that based on historical growth in West Yellowstone, businesses that are waiting to connect, and a 20-year life cycle, he recommends designing a treatment plant that will accommodate 1.25 million gallons per day. He says this will give them a cushion, but not overbuild. Forsythe asks Noel questions about how many units a 1 million gallon plant could handle. He expresses concerns about whether they actually have the land available in town to expand past the capacity of a 1 million gallon plant. Noel explains that building a 1.25 million gallon plant will cost the Town approximately \$2 million dollars more. He also explains that when treatment plants are expanded, they typically expand by at least 50% because of the economy of scale. Noel also explains that the mechanical equipment that will be involved has a 20-year design life, but the infrastructure components are expected to last 60 years. The Council considers the factors that affect whether to build a 1 million gallon plant or a 1.25 million gallon plant. Forsythe asks about increasing water capacity at the same time, noting that water supply is also a problem. Sabolsky explains that as they work through this project, they will negotiate with the Airport and USFS Smokejumper base for the land lease and the ability to connect to the new facility. He also explains that they will also need to look at implementing impact fees for new development. He says Belgrade has adopted a new impact fee structure in the last year and they are going to study that approach. Johnson says that they should also remember that they have a resort tax for the purpose of paying for tourist impacted services so that development fees are reasonable. Loomis says that he believes they need a plant of the size of 1.2 million gallons, but they shouldn't try to control growth through water and sewer services. He says they have a Growth Plan and zoning ordinances for that. He says they should be ready to handle peak flows when they happen and they don't want problems because they built it a little too small. Schmier says that over the last couple years, they have discussed building a new plant and talked about \$8 to \$9 million dollars, but now it is much more. Noel agrees but explains that based on local conditions, they now believe the realistic number is around \$12.5 million for construction costs plus engineering and design and other associated fees. They expect the total project to cost close to \$16 million. The group briefly discusses financing through USDA or Intercap as well as interim financing to pay for the project. Noel introduces Ryan Spanton of WesTech. Spanton presents two options for construction of a mechanical plant. He describes an approach called the STM-Aerotator, an approach that provides biological nutrient removal by successfully combining the advantages of both activated sludge and fixed film processes. He explains that this approach uses significantly less land area and dramatically reduces power requirements when compared to conventional activated sludge technologies. The quality of the effluent compares to the best activated sludge treatments. He describes the plant as being energy efficient, fixed media rotating system, and no media replacement, no blowers are required and no additional mixing. He explains that the units are about 80% submerged and rotates the wastewater to encourage aeration using atmospheric air. The rotation is mixed with fixed film treatment that operates with a single low horsepower motor. He says there are fewer moving parts and requires less

maintenance than other systems. He also points out that this process does not create much odor or hazards for plant operators. The other approach presented is called the Aero-Mod system. This system is controlled with three operator adjustable timers for aeration sequencing, RAS pumping (recirculation) and WAS pumping (sludge circulation). He points out that all the equipment is built in the USA and is completely modular. Everything that needs to be maintained can be reached from a bridge. Aero-Mod plants are custom engineered and can be designed to meet the needs of the client. He explains the flow of the wastewater through the plant and displays videos of an operating plant. Schmier asks what is the cost difference between the two types of plants. Spanton responds that the equipment costs are very similar, but the civil costs are slightly less for the STM-Aero system. Schmier also asks about comparing the cost of operation. He responds that operation costs will be less for the STM-Aero but maintenance is less for the Aero-Mod. He does clarify that the chains for the STM-Aero plant will need to be replaced every 5 to 10 years, which cost upwards of \$5000 each. Noel also points out that the Aero-Mod has a 600 horsepower blower. The group also discusses the sound that will be created by the blowers in the Aero-Mod system, which would turn on and off at random times. Noel explains that they can install positive displacement blowers that direct the sound upwards and improve temperature. Sabolsky asks about the personnel costs between the two types of plants. Spanton responds that they are very similar and only require minimal daily maintenance and can be checked remotely through a smartphone. The Council asks multiple questions to compare the two systems. Noel adds that the STM-Aero system will require a taller building, which will add some cost. The Aero-Mod system includes a digester component and they may have to add similar components to the STM-Aero. He says the biggest issue the manufacturer sees with the STM-Aero is chain maintenance and repair. Water & Wastewater Superintendent Greg Johnson asks if a repair had to be made by one person, which system would be easier to handle. Noel responds that the Aero-Mod blower could be replaced by one person, but the chain on an STM-Aero cannot be done by one person. Noel adds that the service for the STM-Aero system comes out of Salt Lake, which is not that far away. Johnson asks if Montana DEQ has a preference between systems. Noel responds that DEQ does prefer the Aero-Mod system and it is an approved system. The STM-Aero system will require additional review and approval by DEQ. Noel says that when you consider that they will need to add clarifiers and digesters to the STM-Aero system, the cost for that system will cost approximately 20% more than the Aero-Mod. After extensive discussion, Noel says that he thinks the Town will be happier with an Aero-Mod system for a 1.25 million gallon capacity.

The work session is adjourned at 8:00 PM, the regular meeting starts at 8:15 PM

Public Comment Period

No public comments are received.

Council Comments

Mayor Johnson reports that Rick Hinson, a long-time resident, passed away this weekend.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6688 to Billion Auto Group to purchase a 2020 Dodge Ram for the Police Department for \$48,483.00. (Forsythe, Watt)
- 2) Motion made to approve the claims, which total \$474,816.75. (Watt, Schmier) See next motion.
- 3) Secondary motion carried to approve the claims total of \$374,816.75, excluding claim #46660 for \$100,000. (Forsythe, Mathews) Forsythe abstains from claim #46640 to Westmart Building Center for \$1808.58.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the January 21, 2020 Town Council Meeting & Work Session. (Forsythe, Mathews)

- 5) Motion carried to approve the site plan for Will West Vacation Rentals as presented with four parking spaces on the east side of the building. (Watt, Mathews) Forsythe abstains, motion passes 4 to 1.
- 6) Motion carried to table the Community Health Partners 2019 Risk Share Agreement. (Forsythe, Watt)
- 7) Motion carried to approve the Aero-Mod wastewater treatment facility option to be built to accommodate 1.25 million gallons per day. (Forsythe, Schmier) Motion passes unanimously.
- 8) Motion carried to approve the Contract for Design and Construction Management of a new wastewater treatment facility with a capacity of 1.25 million gallons with Forsgren Associates, Inc., and authorize the Town Manager to sign. (Forsythe, Schmier) See next motion.
- 9) Secondary motion to approve the Contract for Design and Construction Management of a new wastewater treatment facility with a capacity of 1.25 million gallons with Forsgren Associates, Inc., authorize the Town Manager to sign once the contract has been approved by the Town's legal counsel. (Watt, Mathews)

DISCUSSION

- 5) Teri Gibson of the Planning Board reports that the board reviewed the project and recommended approval based on the fact that he is providing at least four parking spaces and the fact that he has already signed and had a letter notarized stating that he will not make any other changes to the existing buildings on the property.
- 6) The Council discusses the Community Health Partners 2019 Risk Share Agreement. CHP has requested \$100,000 for the calendar year 2019 and provided copies of its Profit and Loss. Sabolsky explains that Lander Cooney, COO, intended to attend the meeting tonight but due to the weather was unable to make it. She is available by phone with any questions. Forsythe says he would like to table the issue until representatives from CHP can attend the meeting and answer questions directly.
- 7-9) The Council discusses the two options for the wastewater treatment facility. Forsythe makes the motion to choose the Aero-Mod system. Johnson prefers the STM-Aero system based on noise from the blowers, Mathews agrees and believes the repairs will be simpler. Schmier says he prefers the Aero-Mod system based on the fact that DEQ will accept the design and it is anticipated to cost up to 20% less than the STM-Aero. Watt says he also favors the Aero-Mod but admits he is not well educated on the subject. The Council asks the staff for their feedback. Greg Johnson says that he favors the Aero-Mod system, believes it will be an easier transition and will be easier to operate with just two people. Lisa Johnson agrees with Greg and explains that they happened to visit one of the STM-Aero plants on a day that they were having trouble with a chain and believes that is a potential problem. Forsythe states that he thinks it is important to take the recommendation from their staff as they will be the ones operating the facility. The group discusses the options at length.
- A) **Advisory Board Reports:** Teri Gibson reports that the **Planning Board** met last week and appointed James Patterson to serve as Chair, Chipper Smith to serve as Vice-Chair, and Teri Gibson to serve as secretary for the year 2020. The Board also reviewed the proposed 4-plex project for Will West. Mayor Schmier reports that the **Cemetery Board** met last week to discuss whether family or friends of the deceased would be permitted to dig graves at the cemetery. They did craft some language to allow this under specific circumstances. There has also been significant discussion about fees for cemetery plots.

- B) **Town Manager/Department Head Reports:** **Town Manager** Dan Sabolsky reports that they have a final draft for the plans for the new casting pond and the supporters are preparing for fundraising. Sabolsky reports that he met with Kaitlin Johnson of the Yellowstone Historic Center about some upcoming projects and Glen Loomis about a railway and possibly a new museum. They are also preparing to bid the new roof for the Union Pacific Dining Lodge. They have a draft of a new fireworks ordinance that they are still working on and anticipate presenting to Council in the near future. They are still waiting for final approval from Fish, Wildlife & Parks and then DNRC for the transfer of water rights. Sabolsky says they have been working on a new way to present budget information to the Council on a quarterly basis. He spent a couple hours with the engineers this afternoon on various projects and they are working on streamlining them and consolidating contract labor. He says they haven't received anything official, but they are expecting two resignations from employment in the near future. They are looking at a few options and considering consolidating or merging responsibilities.

Water & Wastewater Superintendent Greg Johnson reports that the 4th quarter report was submitted to Montana DEQ on time and was accepted. **Finance** Director Lanie Gospodarek reports that they are now collecting the 4% resort tax rate but still accepting 3% forms for contracts that were signed in 2019. They are also working on budget reporting and utility billing issues.

CORRESPONDENCE

Dated January 29, 2020, Avery and Lindsey Charlton write to send a donation of \$325 for the West Yellowstone Food Bank that he earned through his Hot Chocolate stand at the Westmart on Saturdays, he also encourages the Town to expand the ice skating rink!

The meeting is adjourned. (9:45 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Business License Application

Business Name: EXHALE BODY THERAPY
 Applicant: HUANITA KISS
 Contact Person: HUANITA KISS
 Mailing Address: PO BOX 1541
 Physical Address of Business: 103 S CANYON
 Phone Number: 773 987 1328 Fax Number: _____
 Email Address: POR_BONITA@yahoo.com Website: _____

Signature of Property Owner of Record: *John Kiss*

Subdivision: Grizzly Park
 Block: 3 Lot: 2

Zoning District, please mark one:

- | | |
|---|---|
| <input type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input checked="" type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
| <input checked="" type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Ownership |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> Name Change |

- Is this business licensed by the State of Montana? Yes No
- Appropriate City/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.

Massage Therapy and Skin Care Therapy
Renting from the Hair Salon up town Image.
Retail Beauty, Wellness Products

Business License Fee: \$ 50.00
 Resort Tax Bond: \$ 500.00
 Total Amount Due: \$ 550.

Kiss
 Signature of Applicant

 Signature of Applicant
11/31/2020
 Date

FOR OFFICE USE ONLY				
Date Approved by Town Council: _____				
Date _____	Check # <u>Temp</u>	Amount \$ <u>550.00</u>	License # _____	
SCN _____	BLP _____	STX _____	BLC _____	RDX _____

Town of West Yellowstone Business License Application

Business Name: Two Top Snowmobile Rentals & Tours
 Applicant: DNC Parks & Resorts Yellowstone Adventures, Inc.
 Contact Person: On site: Jason Fatouros (406-586-7593) Licensing: Martha Fischer (716-858-5055)
 Mailing Address: 250 Delaware Avenue, 12th Floor Licensing, Buffalo, NY 14202
 Physical Address of Business: 645 Gibbon Avenue, West Yellowstone
 Phone Number: 406-586-7593 Fax Number: 716-858-5056
 Email Address: Licensing: MFischer@delawarenorth.com Website: _____
On-site: JFatorous@delawarenorth.com

Signature of Property Owner of Record: Delaware North Companies Parks & Resorts, Inc.
by Scott P. Socha, President

Subdivision: Old Town Block: 7 Lot: 3 & 10

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
- Transfer of Ownership
- Change of Location
- Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate City/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.

Scenic tours

Business License Fee: \$ 25.00
 Resort Tax Bond: \$ _____
 Total Amount Due: \$ 25.00


 Signature of Applicant - President,
 Scott P. Socha
 Signature of Applicant
2/6/2020
 Date

FOR OFFICE USE ONLY			
Date Approved by Town Council:	<u>in office 2/7/20 Transfer of Ownership pr</u>		
Date <u>2/7/20</u>	Check # <u>169421</u>	Amount \$ <u>25⁰⁰</u>	License # <u>780</u>
SCN <input checked="" type="checkbox"/>	BLP <input checked="" type="checkbox"/>	STX <input checked="" type="checkbox"/>	BLX <input checked="" type="checkbox"/> RDX _____



250 Delaware Avenue
Buffalo, New York 14202
T 716 858 5000
www.delawarenorth.com

February 6, 2020

Town Council
Town of West Yellowstone
440 Yellowstone Avenue
West Yellowstone, MT 59758

Re: Request for Waiver of Resort Tax Bond

Dear Sir or Madam:

Please accept this correspondence as our request to waive the \$500.00 resort tax bond with regard to our application for a Business License covering our operations at Two Top Snowmobile Rentals & Tours. As you may be aware, we own and operate businesses in West Yellowstone including the West Yellowstone Holiday Inn, Gray Wolf Inn & Suites, Hideaway RV Park and the Yellowstone Park Hotel. We have a good payment history of paying the resort taxes on time for each of these locations.

If any questions or require any additional information, please contact me at (716) 858-5055 or via e-mail at mfischer@delawarenorth.com. Thank you.

Very truly yours,

DNC Parks & Resorts Yellowstone Adventures, Inc.

A handwritten signature in cursive script that reads "Martha S. Fischer".

Martha S. Fischer
Licensing Administrator

Enclosures



COMMUNITY
HEALTH PARTNERS

REAL PEOPLE. REMARKABLE HEALTHCARE.

January 27, 2020

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

Dear Mr. Sabolsky:

On behalf of Community Health Partners (CHP), may this letter serve to accompany financial information pertaining to CHP's seventh 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 2019.

Last year, CHP-West Yellowstone provided comprehensive medical services to 1,822 patients during more than 4,000 visits. Our core staffing is providing great care with Erin Bevan, FNP, RN, continuing to lead the clinical team in partnership with the Big Sky Medical Center physicians. Our nurse, Becky Goltz, LPN, is working toward her RN degree while our medical assistant, Madison Meitzel, completed the majority of her licensure requirements as a limited permit-holder radiology technician, which gives us two staff members licensed to take x-rays. The installation of the new x-ray machine was completed thanks to the generosity of local donors, including the Town Council, adding to the array of services available in-house.

CHP continues to open its doors to all residents and tourists in need of access to healthcare and serves a wide range of clients. Consistent with past years, more than one in five patients served at CHP's West Yellowstone location were over age 65 and covered by Medicare, and more than 35% of patients were covered by Medicaid or were uninsured and qualified for CHP's sliding fee discount. In 2019, nearly 60% of patients served were living at an address located in the greater Hebgen Basin area.

Our Learning Partners program is very busy, and the program is growing. In 2019, 16 families received 194 home visits through CHP's the Parents as Teachers (PAT) program. The program utilizes evidence-based strategies to support parents in improving their skills and increases school readiness, an important childhood success indicator. Additionally, CHP's Learning Partners program in West Yellowstone collaborated with the Social Services Department, Little Rangers Early Learning Center and the school district to promote the needs of and serve families with zero to eight-year-olds through the newly formed West Yellowstone Early Childhood Coalition. This included several well attended community events, like the Bike Rodeo. CHP partnered with the Social Services department and the Park County Health Department to create a Diaper Depot which provides diapers to families in need and with library to provide story time each month and to create and maintain the Toy Lending Library.

In 2020, we are looking forward to continuing to explore how we can leverage partnerships and relationships to offer enhanced services within our walls and in the community. 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
 January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
4001 · Total Net Patient Revenue	438,369.19
4510.8 · Meaningful Use Incentives	8,500.00
4610 · Rev. - Donations	63,316.22
4910 · Rev. - Other Income.	31,056.20
Total Income	541,241.61
Gross Profit	541,241.61
Expense	
5000 · Salaries Medical	256,173.54
5060 · Contract Services - Medical	23,799.01
5070 · Supplies - Medical Supplies	42,884.20
5075 · Med Exp - CME/Dues/Licensure	15,415.89
5080 · Insurance - Med Prof Liability	1,021.72
5100 · Equipment - Medical Eq	3,289.22
6100 · Mental Health	20,936.13
6300 · Enabling Services	2,229.65
7000 · Facility Expense	23,099.38
7016 · Utilities Phone	8,564.60
7101 · Salaries Administrative	89,922.30
7200 · Fringe Benefits	71,243.66
7250 · Supplies - Office	2,590.93
7275 · Professional Fees	2,658.64
7280 · Contract Services - Admin	845.80
7300 · Other Admin/Medical Expense	900.69
7310 · Organization Dues	183.00
7350 · Travel Expense/Board Training	5,685.48
Total Expense	571,443.84
Net Ordinary Income	(30,202.23)
Other Income/Expense	
Other Income	
8008 · Donations Capital Campaign	101,995.00
9250 · Federal Grants	556.00
Total Other Income	102,551.00
Other Expense	
9110 · Capital Expense - Equipment	103,731.09
9200 · Admin. Overhead Allocation	104,312.25
Total Other Expense	208,043.34
Net Other Income	(105,492.34)
Net Income	(135,694.57)

CHP - WEST YELLOWSTONE
Profit & Loss
 January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
4001 · Total Net Patient Revenue	
4010 · Rev- Patient Pay	
4011 · Self-Pay Patient Charges	227,881.39
4013 · Sliding Fee Discounts	(52,965.92)
4113 · Employee Discount	(477.66)
4114 · Patient Pay - Bad Debt	(52,231.07)
Total 4010 · Rev- Patient Pay	122,206.74
4210 · Rev. - Medicare	
4211 · Medicare charges	148,988.76
4212 · Medicare Adjustment	(56,279.66)
Total 4210 · Rev. - Medicare	92,709.10
4310 · Rev. - Medicaid	
4311 · Medicaid Charges	124,972.66
4312 · Medicaid - FQHC Adj.	(31,613.36)
Total 4310 · Rev. - Medicaid	93,359.30
4410 · Rev. Private Insurance	
4411 · Private Insurance Charges	245,006.69
4412 · Private Insurance Adjustments	(114,912.64)
Total 4410 · Rev. Private Insurance	130,094.05
Total 4001 · Total Net Patient Revenue	438,369.19
4510.8 · Meaningful Use Incentives	8,500.00
4610 · Rev. - Donations	
4620.2 · Donations - General	746.22
4620.4 · Donations - Foundation	62,000.00
4620.6 · Donated Professional Services	570.00
Total 4610 · Rev. - Donations	63,316.22
4910 · Rev. - Other Income.	
4910.1 · Bad Debt Recoveries	6,345.42
4910.2 · Cost Report Settlements	10,037.34
4910.5 · Medicaid PCMH	9,220.74
4910.55 · BCBS Blue Value	3,289.70
4910.6 · Medication Sales	2,163.00
Total 4910 · Rev. - Other Income.	31,056.20
Total Income	541,241.61
Gross Profit	541,241.61
Expense	
5000 · Salaries Medical	
5000.1 · Med-Physician	1,696.60
5000.2 · Med-PA/NP	154,367.69
5000.3 · Med-Nurse - RN	63,520.03
5000.4 · Med - Other Medical Staff	36,019.22
5000.6 · Med - Nutritionist	570.00
Total 5000 · Salaries Medical	256,173.54
5060 · Contract Services - Medical	
5060.1 · Contract Medical - Providers	19,600.00
5060.2 · Cont. Serv. Medical -Lab & XRay	4,199.01
Total 5060 · Contract Services - Medical	23,799.01
5070 · Supplies - Medical Supplies	
5070.1 · Supplies Med.	18,239.52
5070.2 · Vaccines Med.	20,254.21
5070.3 · Vaccines - Flu	4,039.90

12:16 PM

01/10/20

Accrual Basis

CHP - WEST YELLOWSTONE

Profit & Loss

January through December 2019

	<u>Jan - Dec 19</u>
5070.4 · Injectables	350.57
Total 5070 · Supplies - Medical Supplies	42,884.20
5075 · Med Exp - CME/Dues/Licensure	
5075.2 · Med - CME	3,266.12
5075.3 · Dues/Licensure/DEA	956.71
5075.5 · Travel - Medical	11,193.06
Total 5075 · Med Exp - CME/Dues/Licensure	15,415.89
5080 · Insurance - Med Prof Liability	1,021.72
5100 · Equipment - Medical Eq	3,289.22
6100 · Mental Health	
6105 · Behavioral Health Spec	15,321.15
6115 · IBH - CME/Dues/Travel	5,614.98
Total 6100 · Mental Health	20,936.13
6300 · Enabling Services	
6307 · Outreach & Enrollment Staff	554.92
6309 · Contract Interpreter Services	675.00
6314 · Outreach Expense	803.60
6320 · Patient Assistance-emer-exp	
6320.2 · patient assistance expense	196.13
Total 6320 · Patient Assistance-emer-exp	196.13
Total 6300 · Enabling Services	2,229.65
7000 · Facility Expense	
7000.1 · Building Rent Expense	1,200.00
7000.4 · Cleaning Supplies	1,638.45
7000.5 · Facility Cleaning	12,445.25
7000.6 · Utilities	6,882.81
7000.8 · Maint + Repairs	932.87
Total 7000 · Facility Expense	23,099.38
7016 · Utilities Phone	
7016.1 · Phone - Local & Data	7,402.65
7016.2 · Cell Phones	1,161.95
Total 7016 · Utilities Phone	8,564.60
7101 · Salaries Administrative	
7101.1 · Admin-Exec	24,355.44
7101.4 · Admin-Generalists	65,566.86
Total 7101 · Salaries Administrative	89,922.30
7200 · Fringe Benefits	
7201 · FICA Tax	28,261.23
7202 · Unemployment MT	2,093.55
7203 · Workers Comp. Ins	3,485.39
7207 · Health Insurance	25,400.77
7208.1 · 403(b) Match	8,537.20
7209 · HSA Deposits	3,126.74
7211 · Life Insurance	338.78
Total 7200 · Fringe Benefits	71,243.66
7250 · Supplies - Office	
7250.1 · General Office	2,590.93

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01/10/20
Accrual Basis

CHP - WEST YELLOWSTONE
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Total 7250 · Supplies - Office	2,590.93
7275 · Professional Fees	
7275.1 · Acctg and Patient Billing Fees	1,382.97
7275 · Professional Fees - Other	1,275.67
Total 7275 · Professional Fees	2,658.64
7280 · Contract Services - Admin	845.80
7300 · Other Admin/Medical Expense	
7301 · Postage and Shipping	297.90
7303 · Recruitment	211.10
7304 · Credentialing/Background Checks	121.00
7306 · Other Admin Expense	270.69
Total 7300 · Other Admin/Medical Expense	900.69
7310 · Organization Dues	183.00
7350 · Travel Expense/Board Training	
7350.3 · Celebration Funds	62.00
7350.6 · In-State Travel/Misc Food/	5,623.48
Total 7350 · Travel Expense/Board Training	5,685.48
Total Expense	571,443.84
Net Ordinary Income	(30,202.23)
Other Income/Expense	
Other Income	
8008 · Donations Capital Campaign	101,995.00
9250 · Federal Grants	
9255 · Federal 330 Grant	556.00
Total 9250 · Federal Grants	556.00
Total Other Income	102,551.00
Other Expense	
9110 · Capital Expense - Equipment	103,731.09
9200 · Admin. Overhead Allocation	104,312.25
Total Other Expense	208,043.34
Net Other Income	(105,492.34)
Net Income	(135,694.57)

COMMUNITY HEALTH PARTNERS

112 W Lewis St
Livingston, MT 59047

Invoice

Date	Invoice #
12/31/2019	West 2019

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2019 Calendar Year Risk Share	100,000.00	100,000.00
		Total	\$100,000.00

HEALTHCARE SERVICES AGREEMENT

THIS HEALTHCARE SERVICES AGREEMENT is entered into this 16 day of August, 2016, by and between the Town of West Yellowstone ("Town"), a Montana municipal corporation, of P.O. Box 1570, West Yellowstone, Montana 59758, and Community Health Partners ("CHP"), 126 South Main Street, Livingston, Montana.

WITNESSETH:

WHEREAS, the Town and CHP desire to cooperate in providing the citizens and visitors of West Yellowstone with the best and broadest range of healthcare services that are appropriate and affordable for the community; and

WHEREAS, the Town and CHP desire to enter into an agreement that sets forth their respective rights and obligations regarding the provision of healthcare services.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties agree as follows:

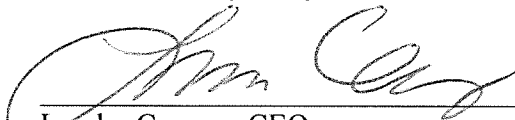
- 1) Services. CHP intends to provide the healthcare services detailed in Exhibit "A".
- 2) Staffing. During the Summer season, CHP will have office hours Monday through Saturday. In the off season, CHP will host office hours Tuesday through Friday. CHP intends to offer full-time services with evening hours 12 months of the year. During the Summer season, evening hours will be provided two days per week. In the off-season, evening hours will only be provided only one day per week. During the summer tourist season (four months), CHP adds additional staffing members to handle the increase in demand. For active patients, CHP will have an after hour provider available via phone.
- 3) Employees. CHP will hire and employ all staff members operating the healthcare facility.
- 4) Equipment. CHP will provide all medical equipment for the healthcare facility, except as otherwise agreed by the parties. CHP will also provide all medical supplies and office supplies for the healthcare facility.
- 5) Board of Directors. The CHP Board of Directors has designated a seat on the Board for a member of the West Yellowstone community. The CHP Board of Directors will nominate and elect a member of the West Yellowstone community, ideally a consumer of CHP's West Yellowstone healthcare services, to their Board of Directors.
- 6) Advisory Board. The Town has appointed a Healthcare Services Advisory Board. CHP shall meet regularly, no less than quarterly, with the Advisory Board and the Town Manager to do the following:
 - a. Identify and advise the Town Council on the healthcare needs of the West Yellowstone community and to recommend appropriate actions to address those needs.

- b. To review current operations of CHP and to recommend changes as required and to monitor the needs of the Town and to devise service delivery options to meet those needs.
- 5) Provisions. The healthcare service plan will include provisions for uninsured and underinsured residents developed either in collaboration with other entities (State of Montana, Gallatin County, other health service providers or agencies) or through CHP independently. The plan will include a sliding fee scale (payment required of patient adjusted fees based on income), primary medical care, preventive services, after hours call, dental services, mental health and substance abuse support, and attention to transportation challenges not already available through local organizations. The plan will strive to avoid duplication of services while enhancing the healthcare service options available to residents and visitors. The plan will be reviewed on an annual basis and may be modified by mutual agreement during the course of that review.
- 6) Risk Share. The Town and CHP agree to share the financial risk anticipated in calendar year 2017 and each subsequent year of the contract. The Town will pledge up to \$100,000.00 to cover the financial shortfall anticipated in CHP's net operating income, determined in accordance with its usual practices. Every year, the parties will initiate a review of CHP's financial performance in August. The Town shall have the right, upon reasonable notice, to inspect CHP's income and expense records, balance sheet, and other financial records for the West Yellowstone facility on a periodic basis. If CHP requests a contribution under this section, such request shall be in writing and shall include the financial records necessary to explain the request. The Town shall have thirty (30) days to make payment.
- 7) Term of Agreement. The term of this Health Services Agreement shall be one (1) year, commencing on January 1, 2017 and terminating on December 31, 2017. The Agreement shall renew automatically for consecutive one (1) year terms for a maximum of four (4) years unless the Town or CHP exercise their respective rights to terminate the Agreement in accordance with Section 10 below.
- 8) Termination. This Agreement may be terminated by written notice given by either the Town or CHP to the other party on any date in such notice stated, not less, however, than 120 days subsequent to the date on which such notice shall be given. Said notice may be given to CHP by serving CHP personally or by posting a copy thereof on the outside of any door in any building upon the leased premises or by mailing said notice, postage prepaid, to CHP at the last address known to the Town. Said notice may be given to the Town by mailing the same, postage prepaid, to the Town Offices.
- 9) Notice. Any default or other notice required or permitted by this agreement must be served on either party in writing either by first-class mail or in person at the respective addresses set forth at the beginning of this agreement. Either party may also use this notice procedure to inform the other of a change of address
- 10) Venue and Attorney's Fees. Venue for any litigation between the parties shall be proper

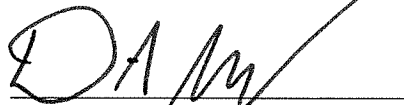
only in Gallatin County, Montana. In the event of litigation between the Town and CHP, the prevailing party shall be entitled to all its reasonable costs and attorney's fees incurred during the litigation, both in the trial court and on appeal.

- 11) Governing Law. This Agreement shall be governed by Montana law.
- 12) Entire Agreement. This document is the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings. If the parties mutually desire to amend or modify this agreement, then such amendment or modification must be in writing and be signed by an appropriate representative of each party.
- 13) Successors. This Agreement shall bind CHP's successors and assignees.
- 14) Additional Agreements. CHP agrees to operate the healthcare services facility in the premises in accordance with the requirements set forth in the Lease Agreement, a copy of this is attached as **Exhibit B**.

DATED the day and year first above written.




Lander Cooney, CEO
Community Health Partners



Daniel Sabolsky, Town Manager
Town of West Yellowstone

ATTEST:



Elizabeth Roos, Town Clerk

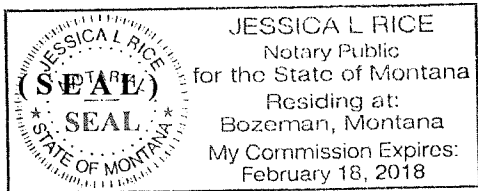


STATE OF MONTANA

: ss.

County of Gallatin

This instrument was acknowledged before me this 27 day of September, 2016, by Lander Cooney, CEO, Community Health Partners.



Jessica L Rice

 NOTARY PUBLIC for the State of Montana

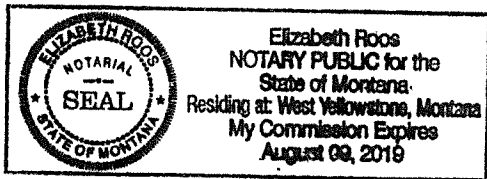
STATE OF MONTANA

: ss.

County of Gallatin

This instrument was acknowledged before me this 8 day of September, 2016, by Daniel Sabolsky, as Town Manager for the Town of West Yellowstone.

(SEAL)



E. Roos

 NOTARY PUBLIC for the State of Montana
 Residing at West Yellowstone
 My Commission expires Aug. 9, 2019

EXHIBIT A

SERVICES PROVIDED BY COMMUNITY HEALTH PARTNERS & BOZEMAN HEALTH

- Primary Care (prevention and treatment of acute and chronic disease and injuries; referral to specialty Care when indicated; coordination of care).
- Urgent Care (walk-in care for acute conditions; suturing, splinting, etc.).
- In-House CLIA-waived Lab Testing as well as Blood Draws (completed and sent via courier to Bozeman Health once per day).
- Digital X-ray of Extremities and Chests with Over-reads from InterCity Radiology in Bozeman.
- Routine Adult and Childhood Immunizations (both private stock and Vaccines for Children program).
- Drug Testing
- Allergy Shots Administration
- Level 3 Patient-Centered Medical home designated by the National Commission on Quality Assurance *DS*
- Mental Health Counseling (partnership with the Gallatin Mental Health Center). *DS*
- Parents as Teachers Home Visiting Services (children aged 0-5). *DS*
- Reach Out and Read Pediatric Reading Program (free, age-appropriate new books for all children).
- Outreach and Enrollment Assistance for Affordable Care Act and Montana Medicaid.
- One (1) Day A Week Physician Service Provided by Bozeman Health.

** As private grant sources are available & fund.*

EXHIBIT B

(Intentionally Left Blank)

Community Health Partners Financial Comparison

	CY 2014	CY 2015	CY 2016	CY 2017	CY 2018	CY 2019	incr./decr. over prev. yr.
Revenue							
4001 Total Net Patient Rev.	\$233,249.59	\$218,546.57	\$309,807.86	\$400,838.59	\$442,333.77	\$438,369.19	(\$3,964.58)
4500 Rev.- Federal Grants	\$9,433.52						
4510.8 Meaningful Use incentives	\$8,500.00	\$8,500.00	\$8,500.00	\$21,250.00	\$8,500.00	\$8,500.00	\$0.00
4511 Rev. - State DPHHS	\$2,500.00	\$2,500.00					
4610 Rev. Donations			\$24,710.00	\$28,600.00	\$35,190.00	\$63,316.22	\$28,126.22
4620 Donations	\$49,212.00	\$27,000.00					
4910 Other Income	\$7,941.52	\$7,469.16	\$13,341.32	\$19,790.37	\$15,666.45	\$31,056.20	\$15,389.75
Total Revenue	\$310,836.63	\$264,015.73	\$356,359.18	\$470,478.96	\$501,690.22	\$541,241.61	\$39,551.39
8008 Donations Capital Campaign						\$101,995.00	\$101,995.00
9250 Federal Grants		\$12,811.12	\$16,004.55	\$9,149.04	\$3,899.19	\$556.00	(\$3,343.19)
		\$276,826.85	\$372,363.73	\$479,628.00	\$505,589.41	\$643,792.61	\$138,203.20
Expenses							
5000 Salaries Medical	\$147,962.97	\$142,777.96	\$171,306.68	\$219,116.32	\$239,004.30	\$256,173.54	\$17,169.24
5060 Contract svcs Medical	\$44,963.39	\$25,716.63	\$8,032.14	\$17,001.35	\$23,806.07	\$23,799.01	(\$7.06)
5070 Supplies - med supplies	\$28,918.35	\$23,627.82	\$32,584.13	\$46,350.26	\$40,227.91	\$42,884.20	\$2,656.29
5075 Med Exp-CME/Dues/Licens	\$12,061.21	\$17,885.79	\$13,603.00	\$11,916.13	\$12,796.85	\$15,415.89	\$2,619.04
5080 Insurance	\$788.26	\$648.03	\$622.81	\$622.68	\$814.78	\$1,021.72	\$206.94
5100 Equipment	\$8,622.38	\$2,457.70	\$5,684.18	\$1,868.35	\$2,023.26	\$3,289.22	\$1,265.96
6100 Mental Health	\$3,420.00	\$14,840.00	\$7,420.00	\$10,205.79	\$21,378.83	\$20,936.13	(\$442.70)
6226 Contract Svcs. Spec. Program			\$3,857.87	\$4,936.67			
6300 Enabling Services	\$8,808.40	\$11,021.56	\$16,716.99	\$9,762.98	\$4,781.53	\$2,229.65	(\$2,551.88)
6314 Outreach Exp							
7000 Facility Expense	\$21,499.03	\$19,621.59	\$21,169.43	\$21,572.62	\$25,100.22	\$23,099.38	(\$2,000.84)
7016 Utilities/Phone	\$8,087.80	\$4,514.69	\$5,922.46	\$8,483.29	\$10,045.31	\$8,564.60	(\$1,480.71)
7101 Salaries Administrative	\$51,650.42	\$55,698.10	\$61,794.95	\$73,550.36	\$77,811.39	\$89,922.30	\$12,110.91
7200 Employee/Fringe Benefits	\$33,532.60	\$38,986.89	\$48,949.88	\$64,228.70	\$64,391.38	\$71,243.66	\$6,852.28
7250 Supplies-Office	\$4,004.67	\$5,411.35	\$4,736.26	\$3,634.93	\$3,240.42	\$2,590.93	(\$649.49)
7275 Professional Fees	\$4,087.79	\$4,220.07	\$2,978.42	\$1,769.76	\$2,426.91	\$2,658.64	\$231.73
7280 Contracted Svcs. - Admin			\$560.40	\$1,518.12	\$1,019.64	\$845.80	(\$173.84)
7300 Other Admin/Med Exp	\$3,339.80	\$3,811.87	\$2,374.70	\$1,233.29	\$996.90	\$900.69	(\$96.21)
7310 Organizational Dues						183	\$183.00
7350 travel exp/Board Training	\$4,431.67	\$4,312.20	\$7,678.57	\$5,727.37	\$6,109.58	\$5,685.48	(\$424.10)
7600 Computer equip	\$893.00	\$658.53	\$379.43				\$0.00
7650 Furniture & Equip	\$469.00	\$369.00	\$995.00	\$709.00	\$7,252.76		(\$7,252.76)
	\$387,540.74	\$376,579.78	\$417,367.30	\$504,207.97	\$543,228.04	\$571,443.84	\$28,215.80
Admin Overhead Allocations							
9200 Admin. Overhead allocation	\$42,235.17	\$56,476.63	\$64,643.94	\$88,944.04	\$103,818.10	\$104,312.25	\$494.15
9110 Capital Expense - Equipment	-\$7,790.75					\$103,731.09	\$103,731.09
Total Expenses	\$421,985.16	\$433,056.41	\$482,011.24	\$593,152.01	\$647,046.14	\$779,487.18	\$132,441.04
Net Income	-\$111,148.53	-\$156,229.56	-\$109,647.51	-\$113,524.01	-\$141,456.73	-\$135,694.57	\$5,762.16

Town of West Yellowstone

Revolving Loan Fund Management Plan

1. Purposes of the Revolving Loan Fund

- a) To promote the economic wellbeing of the Town of West Yellowstone by helping to finance projects which maximize private sector investment;
- b) To stimulate job creation, job retention, housing and expand business ownership opportunities in the Town of West Yellowstone;
- c) To encourage maximum utilization of existing vacant and underutilized buildings;
- d) To stimulate investment in the renovation and conservation of small business space;
- e) To supplement traditional bank financing, business owner investment, and other business loan and investment instruments; and
- f) To increase the workforce housing opportunities within the Town of West Yellowstone.

2. Administration

A. The Contractor, hereafter defined as the Northern Rocky Mountain Economic Development District (NRMEDD), shall provide the day-to-day management of the West Yellowstone Revolving Loan Fund, including:

- a) Be responsible for the overall Revolving Loan Fund administration;
- b) Assist Revolving Loan Fund applicants with packaging of loan development proposals;
- c) Recommend amount and terms of the Revolving Loan Fund and owner participation for each project;
- d) Seek new loan candidates when directed by the Town;
- e) NRMEDD shall review preliminary proposals for basic consideration and either recommend to approve or recommend to deny;
- f) The NRMEDD Loan Advisory Committee shall include staff or support that is professionally trained and competent to analyze loan applications;
- g) The Loan Advisory Committee will review and recommend applications regarding their compliance with the Town's Revolving Loan Fund standards and objectives;
- h) Evaluating and determining completed loan applications, and preparing a business and credit presentation for the Town's Loan Review Board;
- i) The Loan Advisory Committee will forward approved applications to the Town's Loan Review Board where the final loan recommendation will be made;
- j) If appropriate, NRMEDD shall prepare closing documents and facilitate the loan closing;
- k) Servicing the loan portfolio;
- l) Processing monthly loan payments; if any (note the Town may opt to receive any loan payments).
- m) Communicating with the Loan Review Board, and the Town including coordinating Loan Advisory Committee and Town's Loan Review Board meetings.

B. The Loan Review Board

The West Yellowstone Loan Advisory Board shall consist of three (3) members who are appointed by the Town Council;

- 1) The term of each Board member shall be three (3) years, and the members shall serve until successors are appointed and sworn in.
- 2) Utilizing the directives of this management plan and the recommendations of the NRMEDD Loan Advisory Committee, the Loan Review Board will review and vote to recommend approving or vote to recommend to deny loan applications received from the Loan Advisory Committee. Approved loan applicants by the Loan Advisory Committee will be forwarded to the Town Council for their approval.
- 3) For transition purposes the initial terms shall be staggered. Initial appointment shall be one member for one year, one member for two years, and one member for three years.

C. Eligibility Criteria

- 1) The West Yellowstone Revolving Loan Fund will provide financing only for projects located in or around the Town of West Yellowstone including areas deemed to be within the Town's immediate impact area. All benefiting businesses must remain in the project area for the life of the loan or agree to an accelerated loan repayment; the Town has the right to immediately demand payment in full if the borrower closes the business or moves out of town.
- 2) The applicant must supply the required loan application documents.

D. Eligible Projects

Eligible project activities include loans for:

- 1) Business start-ups, expansion, building improvements, renovations, capital equipment, housing, public facilities and/or other economic development activities.
- 2) The goal of the West Yellowstone Revolving Loan Fund is the creation and retention of quality jobs, housing and sustaining or enhancing the real value of the Town's commercial and industrial sector.
- 3) Eligible uses of West Yellowstone Revolving Loan Fund loan funds include but are not limited to: land or building purchases, housing related projects, construction, rehabilitation, expansion, or installation of commercial and industrial buildings or public facilities; purchase of machinery or equipment; working capital; inventory; and employee training.

E. Ineligible Loans

Loans secured by out-of-state real estate, assets, and/or equipment

F. Revolving Loan Fund Terms and Conditions

- 1) No loan shall exceed the maximum length of 10 years.
- 2) Interest rates will be a fixed rate between 4% to 8%, or other rates as deemed reasonable for the borrower and the Town.
- 3) No loan shall exceed the amount of \$80,000 without Town council approval.
- 4) Typically loan re-payments will be made on a monthly basis and due on the 1st of each month; however, terms and payment schedules will be at the discretion of the

- Town and approved by the Loan Advisory Board.
- 5) Loans will be evidenced and documented and may be subordinated to the primary lender/s liens.
 - 6) Before any Revolving Loan Fund funds are disbursed, all necessary Town, State, or Federal Permits must be obtained.
 - 7) The Loan Review Board may establish other customary conditions to complete and service the loan.
 - 8) There is no prepayment penalty provision on any loan.

G. Fees

- 1) All costs associated with legal documentation preparation and review, recordings and filings shall be borne by the applicant and shall be payable before or at the closing of the loan.
- 2) As appropriate, NRMEDD may charge a loan closing fee not to exceed 1% of the loan amount as a cost of loan closing. These fees will offset the attorney costs related to document preparation and review.
- 3) Applications must include a non-refundable \$100.00 loan application fee that is paid to the administrator.

H. Loan Closing Document Package

Applications will be processed and presented by NRMEDD to the Revolving Loan Fund Loan Review Board. The following is a list of documents often included in a loan application. Each loan is different, but NRMEDD will advise the applicant as to which documents are required in their loan package which may include:

- Loan Application Form (signed and dated)
- Written Business Plan
- Explanation of Need for Loan
- Employment Projections
- Source and Use of Funds Statement
- Personal Financial Statement (signed and dated)
- Personal Federal Income Tax Returns (last 3 years)
- Authorization to Release Information (signed and dated)
- Business Financial Statements: Income Statement (last 3 years)
- Cash Flow Projections (3 years)
- Business Federal Income Tax Returns (last 3 years)
- Resumes of Key Personnel
- Vehicle Title(s)
- Lease Agreement(s)
- Buy/Sell Agreement(s)
- Inventory List (list the amount owed on each item).
- Copies of Valid Bids for Construction Projects.
- Written Cost Estimates for Machinery, Equipment, Furnishings & Fixtures Purchases
- Commitment Letter from Bank or Other Lender
- Corporate Documents (By-Laws, Articles of Incorporation, Certificate of Existence)
- Business Licenses
- Bonding Information

- Verification of Hazard Insurance
- Verification of Life Insurance

I. Loan Review and Screening

Completed loan applications will be reviewed and presented to Loan Review Board within thirty (30) days of it being deemed complete by the Contractor. Due diligence, credit presentation and underwriting will not commence until a completed loan application is received. Each loan application must be supported by the applicable due diligence/verifications that needs to be completed within thirty (30) days of receipt of the completed application and all the required attachments:

- Title reports and lien searches for all proposed collateral
- Verification of legal entity's status
- Borrower(s) Credit Report
- Verification of deposits reported on financial statements
- Verification of loans with lending institutions
- Borrowers with significant accounts payables and receivables must provide aging reports

Applications that do not pass this preliminary due diligence phase will be declined prior to presentation to the Loan Review Board.

Secondary due diligence will involve verification of borrower projections, investigation of market, collateral values, and underlying contracts. Each application will require a different scope of investigation. However, the primary focus of investigation will be on factors that impact the borrower's projected cash flow and ability to repay the loan.

J. Collateral Requirements

The Loan Review Board will consider the merits and potential economic benefits of each request. To encourage the participation of other lenders, the Town's Revolving Loan Fund monies may be subordinated to liens securing other loans made in connection with the project.

When appropriate, liens, assignments, and personal guarantees will be secured in accordance with the following principles:

- 1) Collateral for working capital loans will normally be liens on inventories, receivables, realty, fixed assets or other available assets of the borrower.
- 2) Security in the form of assignment of patents, licenses, and other assets with a realizable value may also be required.
- 3) Life and/or disability insurance may be required on each owner or key person(s) of the business or corporation with twenty percent (20%) or more ownership. Such policies will have the Town of West Yellowstone listed as collateral assignee.
- 4) Hazard or liability insurance may be required on all businesses and policies will have Town of West Yellowstone listed as loss payee.
- 5) Liens on personal or other non-business assets, co-signers, personal guarantees, or other forms of additional security may be required as determined by the Loan Review Board. Personal guarantees will be required for any person owning twenty percent (20%) of a corporation and who will be listed as a borrower. If the collateral for the loan is jointly owned, all the parties with ownership exceeding 20% must execute the loan agreement and loan closing documents.