

Town of West Yellowstone

Tuesday, February 6, 2018

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 January 16, 2017 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

Comment Period

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

Presentation: Custer-Gallatin Forest Service Plan Update, District Ranger, Jason Brey

Public Hearing, Ordinance No. 266: Ordinance No. 266 regulates tourist homes, living in recreational vehicles, and workforce housing within the Madison Addition to minimize the potential negative impacts on this residential neighborhood.

NEW BUSINESS

Ordinance No. 266, 1 st Reading, Regulations in the Madison Addition	Discussion/Action ∞
Community Health Partners, 2017 Risk Share	Discussion/Action ∞
Siegel Learning Center (Little Rangers) Financing	Discussion/Action ∞
Staffing Plan Update	Discussion/Action ∞
Board of Adjustments Designation	Discussion/Action ∞
Employee Comments, Dan Hoskins	Discussion
Correspondence/FYI/Meeting Reminders ∞	
▪ Electric Street Housing Project Site Plan	



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.

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (1/18) ****							
44025	2344 Branding Iron Inn	87.90					
	duplicate payment, cancelled - er						
	177099 12/21/17 help fund lodging	87.90		SOCSRV	7010 450135	370	101000
44095	2575 WY Tourism Business Improvement	10,026.89					
	02/01/18 October 2010 collections	10,026.89		TBID	2102 411800	540	101000
44098	2845 Kasting, Kauffman & Mersen, PC	3,201.22					
	01/29/18 legal services	3,165.00		LEGAL	1000 411100	352	101000
	01/29/18 postage/copies	36.22		LEGAL	1000 411100	870	101000
	01/29/18 phone/fax	0.00		LEGAL	1000 411100	345	101000
	01/29/18 travel	0.00		LEGAL	1000 411100	373	101000
44100	2088 Town West Yellowstone	662.14					
	02/01/18 utility chrgs, Chamber, 895	38.44		BLDGS	1000 411257	340	101000
	02/01/18 utility chrgs, UPDL, 892	63.31		BLDGS	1000 411252	340	101000
	02/01/18 utility chrgs, PS Shops, 884	29.18		BLDGS	1000 411253	340	101000
	02/01/18 utility chrgs. Povah Ctr, 887	58.52		BLDGS	1000 411255	340	101000
	02/01/18 utility chrgs, Police Dept, 886	37.55		BLDGS	1000 411258	340	101000
	02/01/18 utility chrgs, City Park, 885	285.17		BLDGS	1000 411253	340	101000
	02/01/18 utility chrgs, Library, 891	29.41		LIBBLD	1000 411259	340	101000
	02/01/18 utility chrgs, Lift #1, 903	12.63		SEWER	5310 430600	340	101000
	02/01/18 utility chrgs, Twn Hall, 921	107.93		TWNHAL	1000 411250	340	101000
44105	42 Fall River Electric	10,579.51					
	01/23/18 UPDH 4212041 elec service	787.50		UPDH	1000 411252	341	101000
	01/23/18 POLICE 4212008 elec service	386.59		POLICE	1000 411258	341	101000
	01/23/18 shop 4212018 elec service	505.95		STREET	1000 430200	341	101000
	01/23/18 ANIMAL 4212029 elec serv	302.19		ANIMAL	1000 440600	341	101000
	01/23/18 PARK 4212032 Elec ser	226.14		PARK	1000 411253	341	101000
	01/23/18 PARK, old firehouse 2901001 e	483.80		PARK	1000 411253	341	101000
	01/23/18 CLORINATOR 4212030 elec serv	70.78		WATER	5210 430500	341	101000
	01/23/18 MADADD H2O Tower 4212017	49.35		WATER	5210 430500	341	101000
	01/23/18 RR Well 4212005 elec serv	248.16		WATER	5210 430500	341	101000
	01/23/18 SEWER LIFT STATION 4212006	206.34		SEWER	5310 430600	341	101000
	01/23/18 SEWER PLANT 4212007 elec ser	1,475.99		SEWER	5310 430600	341	101000
	01/23/18 MAD SEWER LIFT 4212014 elec	510.32		SEWER	5310 430600	341	101000
	01/23/18 SEWER TREAT SERV 4212046 ele	2,866.92		SEWER	5310 430600	341	101000
	01/23/18 library 23 dunraven 4212054	133.50		LIBRY	1000 411259	341	101000
	01/23/18 povah comm ctr 4212001	229.44		POVAH	1000 411255	341	101000
	01/23/18 unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	01/23/18 Town Hall 4212009	493.56		TWNHAL	1000 411250	341	101000
	01/23/18 Ice Rink 421010	63.56		PARKS	1000 411253	341	101000
	01/23/18 Hayden/Grouse Well 4212015	44.87		WATER	5210 430500	341	101000

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TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 2/18

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/23/18	Electric Well 4212031	43.30		WATER	5210 430500	341	101000
44107		2852 Blackfoot Communications	2,011.34					
	02/15/18	602-4908, povah center	0.00		POVAH	1000 411255	345	101000
	02/15/18	646-5106, fax soc svc	40.53		SOCSR	1000 450135	345	101000
	02/15/18	646-5119, police station	40.53*		POLICE	1000 420160	345	101000
	02/15/18	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	02/15/18	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	02/15/18	646-7311, social services	102.22		SOCSR	1000 450135	345	101000
	02/15/18	646-7481, povah elevator	41.67		POVAH	1000 411255	345	101000
	02/15/18	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	02/15/18	646-7609, public works	24.11		SEWER	5310 430600	345	101000
	02/15/18	646-7650, police station fax	40.53*		POLICE	1000 420160	345	101000
	02/15/18	646-7715, povah center	31.85		POVAH	1000 411255	345	101000
	02/15/18	646-7795, town hall	233.52		TWNHAL	1000 411250	345	101000
	02/15/18	646-7845, court clerk	20.41		COURT	1000 410360	345	101000
	02/15/18	646-9017, library	41.85		LIBRAR	2220 460100	345	101000
	02/15/18	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	02/15/18	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	02/15/18	ethernet, povah center	310.00		POVAH	1000 411255	345	101000
	02/15/18	ethernet, police station	350.00*		POLICE	1000 420160	345	101000
	02/15/18	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
44109		2546 Century Link QCC	9.38					
	01/23/18	long dist chg 406-646-7600	9.38*		DISPAT	1000 420160	345	101000
44110		1514 Verizon Wireless	1,292.42					
		18 Smartphones						
		1 regular phones						
		5 laptops						
	01/20/18	640-0108, Police	58.81		POLICE	1000 420100	345	101000
	01/20/18	640-0121 Laptop	40.01		STREET	1000 420100	345	101000
	01/20/18	640-0141 Street SP	58.81		STREET	1000 430200	345	101000
	01/20/18	640-0159 Street SP	58.51		STREET	1000 430200	345	101000
	01/20/18	640-1103, Operator SP	58.81		STREET	1000 430200	345	101000
	01/20/18	640-1438, SS Director	28.81		SOCSER	1000 450135	345	101000
	01/20/18	640-1460, Library Dir, SP	58.81		LIBRAR	2220 460100	345	101000
	01/20/18	640-1461, Street, SP	58.81		WATER	5210 430500	345	101000
	01/20/18	640-1462, Operator, SP	58.81		WATER	5210 430500	345	101000
	01/20/18	640-1463, Deputy PSS, SP	58.81		SEWER	5310 430600	345	101000
	01/20/18	640-1472, Ops Mgr, SP	58.81		ADMIN	1000 410210	345	101000
	01/20/18	640-1676, Rec Coord, SP	58.81		REC	1000 460440	345	101000
	01/20/18	640-1754, COP, SP	58.81		POLICE	1000 420100	345	101000
	01/20/18	640-1755, Police	58.81		POLICE	1000 420100	345	101000
	01/20/18	640-1756, Police	58.81		POLICE	1000 420100	345	101000

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	01/20/18	640-1757, Police		58.81		POLICE	1000 420100	345	101000
	01/20/18	640-1758, Police, SP		58.81		POLICE	1000 420100	345	101000
	01/20/18	640-1759, Police		59.19		POLICE	1000 420100	345	101000
	01/20/18	640-7547, Street SP		58.81		PARKS	1000 460430	345	101000
	01/20/18	640-9074, PSS, SP		58.81		SEWER	5310 430600	345	101000
	01/20/18	683 laptop		40.01		POLICE	1000 420100	345	101000
	01/20/18	COP laptop		39.71		POLICE	1000 420100	345	101000
	01/20/18	686 laptop		42.61		POLICE	1000 420100	345	101000
	01/20/18	681 laptop		42.61		POLICE	1000 420100	345	101000
44111		2306 Brandy Holland		136.00					
	01/31/18	reimb ice skates		136.00		PARKS	1000 460440	220	101000
44112		2991 West Yellowstone Star		887.42					
	2364 01/31/18	fluoride ad, Jan 2018		390.00		WATER	5210 430500	357	101000
	2178 10/31/18	library 2x3 display ad		117.04*		LIB	2220 460100	331	101000
	2237 11/30/18	library 2x3 display ad		146.30*		LIB	2220 460100	331	101000
	2294 12/31/17	library 2x3 display ad		117.04*		LIB	2220 460100	331	101000
	2343 01/31/18	library 2x3 display ad		117.04*		LIB	2220 460100	331	101000
44113		3101 Advanced Pump & Equipment		2,352.48					
	7662 01/30/18	install transducer at Mission		685.00		SEWER	5310 430630	941	101000
	7661 01/30/18	service call-control panel		1,667.48		SEWER	5310 430630	941	101000
44114		1446 Yellowstone Historic Center		250.00					
	01/31/18	Sponsorship		250.00		ADMIN	1000 410210	335	101000
44115		1031 Murdoch's Ranch & Home Supply		44.99					
	8634 01/03/18	uniform-Tanner		44.99		STREET	1000 430200	226	101000
44116		3066 Core & Main		191.40					
	I295121 01/24/18	water materials		191.40		WATER	5210 430500	369	101000
44117		2268 Myslik, Inc.		2,431.74					
	012918ToWY 01/29/18	3 edges, wheel/tire		1,233.19		STREET	1000 430200	361	101000
	012518ToWY 01/25/18	shear pins, clips		1,198.55		STREET	1000 430200	361	101000
44118		2357 US Bank		93,797.15					
	01/12/18	Town Hall principal		58,445.00		RT	2100 490200	610	101000
	01/12/18	Town Hall interest		12,514.28		RT	2100 490200	620	101000
	01/12/18	911 Center principal		14,360.98		911	2850 490530	610	101000
	01/12/18	911 Center interest		715.71		911	2850 490530	620	101000
	01/12/18	Loader principal		7,475.12		STREET	1000 490520	610	101000
	01/12/18	Loader interest		286.06		STREET	1000 490520	620	101000

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44119	1 First Security Bank	77,370.57					
	02/01/18 80 acres principal	63,570.13		RT	2100 490200	610	101000
	02/01/18 80 acres interest	13,800.44		RT	2100 490200	620	101000
44120	1 First Security Bank	55,629.55					
	02/01/18 GO Bond principal	45,147.23		DEBT	3050 490100	610	101000
	02/01/18 GO Bond interest	10,482.32*		DEBT	3050 490100	620	101000
44121	1 First Security Bank	14,639.94					
	02/01/18 Grader principal	13,648.68		STREET	1000 490520	610	101000
	02/01/18 Grader interest	991.26		STREET	1000 490520	620	101000
44122	2914 NRMEDD	8,000.00					
	match to Big Sky Trust Fund grant for planning of the 80 acres, 1st of 2 payments, total match is \$15760						
	333 01/29/18 Big Sky Trust Fund grant match	8,000.00		PLAN	1000 411000	398	101000
44123	3030 Irma Vazquez	46.80					
	01/17/18 reimb mileage, BZN	46.80		SOCSE	1000 450135	370	101000
44124	2635 Jake's Automotive and Tire	1,166.31					
	17538 01/18/18 wheel-2003 Freightliner Dump	562.00		STREET	1000 430200	361	101000
	17558 01/22/18 plow motor-2008 Ford F350	200.62		STREET	1000 430200	361	101000
	17449 01/05/18 thermostats-2008 Ford F350	403.69		STREET	1000 430200	361	101000
44125	2455 Tri State Excavating, LLC	2,772.50					
	5910 01/15/18 Excavator use	1,200.00		STREET	1000 430200	533	101000
	5886 01/15/18 snow hauling	1,572.50		STREET	1000 430200	398	101000
44126	101 JC Billion Inc	47,230.00					
	35021 12/28/17 2018 Dodge Ram-Police vehicle	35,000.00		POLICE	4000 420110	944	101000
	35021 12/28/17 2018 Dodge Ram-Police vehicle	12,230.00		DRUG	2390 420143	944	101000
44127	1454 Bozeman Chronicle/Big Sky	62.00					
	1705871 01/07/18 legal ad, Legal RFP	62.00		ADMIN	1000 410210	327	101000
44128	999999 ALEX SCHMIER	45.00					
	01/12/18 court interpreter TK-2017-647	45.00		COURT	1000 410360	394	101000

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44129	2658 Delfino Salinas 01/12/18 court interpreter TK-2017-615	75.00 75.00		COURT	1000 410360	394	101000
44130	999999 GARY WAYNE THOMPSON 01/12/18 bond refund TK-2017-222	1,085.00 1,085.00		COURT	7469 212401		101000
44131	999999 TINA CORLEY 01/12/18 bond refund TK-2017-834	50.00 50.00		COURT	7469 212401		101000
44132	1955 Dellinger & Gallagher, Inc. 146058 01/17/18 YE closing and AFR	3,690.00 3,690.00		AUDIT	1000 410530	353	101000
44133	547 WY Chamber of Commerce townvic18- 01/12/18 VIC Support 7/1/17-9/15/17 townvic18- 01/12/18 VIC Support 9/16/17-12/15/	9,375.71 1,546.98 7,828.73		LEGIS LEGIS	1000 410100 1000 410100	870 870	101000 101000
44134	2800 RDO Equipment Co. W06781 01/20/18 JD Backhoe Load repairs/maint W07123 01/20/18 772G Grader repair/maint P35272 01/31/18 parts P35270 01/31/18 parts	5,784.56 2,099.42 3,519.13 105.30 60.71		STREET STREET STREET STREET	1000 430200 1000 430200 1000 430200 1000 430200	361 361 361 361	101000 101000 101000 101000
44135	3037 White Buffalo 011718-01 01/17/18 help fund room	56.00 56.00		HELP	7010 450135	370	101000
44136	2537 Balco Uniform Co., Inc. 48519 01/18/18 uniform-Newell	133.00 133.00		POLICE	1000 420100	226	101000
44137	1796 Barta Electric, Inc. 5097 12/25/17 electrician-UPDL lights 5098 12/25/17 electrician-Street lights 5098 12/25/17 electrician-street lights 5099 12/25/17 electrician-Hwy 191 lights 5099 12/25/17 electrician-Hwy 191 lights 5100 12/26/17 electrician-Park lights 5101 12/26/17 electrician-shop heater 5135 01/09/18 electrician-street light lamps	10,312.62 410.58 567.50 24.41 70.00 93.60 6,517.74 201.27 2,427.52		UPDL STLITE STLITE STLITE STLITE PARKS PARKS STLITE	1000 411252 1000 430263 1000 430263 1000 430263 1000 430263 4000 460430 1000 411253 1000 430263	357 357 220 357 220 938 366 220	101000 101000 101000 101000 101000 101000 101000 101000
44138	2167 Carpet Guyz 12/18/17 carpets-Town Hall	877.75 877.75		TWNHAL	1000 411250	357	101000

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44139	510894	01/31/18	2908 Frontline Ag Solutions, LLC parts	56.92 56.92		STREET	1000 430200	361	101000
44140		01/31/18	3102 Horus Brailsford/Bozeman 40' storage container	4,980.00 4,980.00*		SEWER	5310 430600	366	101000
44141		02/01/18	999999 WYSSA deposit, Big Gun Fun dinner	350.00 350.00		POVAH	2210 214001		101000
44142	3601224 3601337	01/19/18 01/19/18	951 Barnes & Noble books books	415.38 213.10 202.28		LIB LIB	2220 460100 2220 460100	215 215	101000 101000
44143		01/31/18	2853 Two Seasons Recycling WY 2018-10 monthly recycling	500.00 500.00		PARKS	1000 460430	534	101000
44144		01/31/18	2421 NAPA Auto Parts parts & supplies	785.13 785.13		STREET	1000 430200	220	101000
			# of Claims	42	Total:				373,451.72

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
January 16, 2018

COUNCIL MEMBERS PRESENT: Brad Schmier, Jerry Johnson, Pierre Martineau, Chris Burke, Greg Forsythe

OTHERS PRESENT: Town Manager Daniel Sabolsky, Finance Director Lanie Gospodarek, Public Services Superintendent James Patterson, Chief of Police Scott Newell, Social Services Director Kathi Arnado, Town Engineer Dick Dyer

The meeting is called to order by Mayor Brad Schmier at 7:00 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 Brad Schmier calls the work session to order and explains that the purpose of this meeting is to discuss the current status of the water and sewer system with Town Engineer, Dick Dyer. Schmier says they would like to specifically discuss the status of the new water well, engineering for the new well, and status of the IP (infiltration & percolation) beds. Schmier summarizes that they have already dug a test well west of town and the results were good, but they have not started drilling the actual water well. Town Engineer Dick Dyer reports that the Town has been in grandfather status for the sewer system since the year 2000, but expansion of the IP beds is desired to improve operation and therefore a groundwater discharge permit is needed. DEQ has approved the discharge permit application and is currently drafting the permit. He says the draft permit is expected by the end of January, will be opened for public comment and likely adopted in April. Design for the additional IP bed can be submitted after public comment and construction can be accomplished this summer. The Council asks specific questions about the timing of the project. Dyer says he expects they will be permitted and ready to bid the project in June and construction in July. The Council asks questions about designing the beds ahead of time and other options to ensure the project is completed this summer. Dyer says he doesn't expect having any trouble finding contractors to bid on the project.

Dyer explains that the Town has provided needed permissions and authorizations to the developer of the Electric Street housing project, who has prepared plans and submitted plans to DEQ to construct the sewer line extension. He says the construction would begin in the spring, either by the developer's contractor as part of the development agreement or by a Town-hired contractor. He says that there will be a time saving if they allow the developer to use their contractor but the Town will oversee the project.

Dyer explains that the results of the test water well were good and shows a picture of clean water pumping out of the test well at 200 gallons per minute. He distributes the design of the production well, a well that will be drilled at a depth of 215 feet. He says that they anticipate being able to get 600-800 gallons per minute from the completed well. The current water rights permit that they have is for 760 gallons per minute. He says that the design is complete and with the DEQ-required source water protection study and delineation report prepared for the new well, they are now ready to request DEQ approval for the new water well. He says that they have requested a price proposal for construction from the driller of the test well. Dyer recommends soliciting bids in March and drilling the well in April. Pump and water quality testing could be completed in May. Forsythe asks why are they waiting until March to solicit bids and questions why the project is taking so long. Dyer explains that the design of the well is more complicated than most and he understands that there are several developers that are anxious to start their projects, but he is hesitant to make any promises or date certain. He says they have consistently stated that the lines will be laid and the well will be functional by next summer. Chris Burke asks, as a new Council Member, why there is a sudden push to get this project done yesterday. He says that he understands that there is a process to follow, but he doesn't understand why it is a rush now. Dyer says that he appreciates the acknowledgement that there

is a process they must follow, especially considering the pressure for growth and expansion on the Town during the summer months. He explains that for over 30 years, Whiskey Springs has produced ample amounts of water, averaging around 2400 gallons per minute. However, the flow over the last three years has been reduced significantly and they have had to rely on the other wells in town. Burke asks for clarification about the water situation and how much water is available as compared to how much water the town needs. He says there is a lot of misconception in the community about the purpose, need, and motivation behind the building moratorium and suggests they make an effort to clearly communicate the information. Johnson says that as he remembers it, drilling the well in November was the best case scenario and everything just didn't come together that fast. Dyer agrees and points out that in this climate, it is very difficult to drill without freezing during the winter. He explains that the location of the new water well is in the very southeast corner of the new 80 acres. He displays a map showing the location of the well and intent to lay the water pipeline along the South Plateau road to connect to the existing system. Dyer also displays plans that show the pump design, well house, standby generator, and other details of the project. He explains that the well house will protect the well and must be 100 feet from all other property boundaries. He says they have essentially carved out 200 square feet in the corner of the 80 acres for this purpose and they will not be able to use that property for anything that could possibly contaminate the well. He says building materials and items like pipe, valves, and accessory items may be stored on the property. They could not store anything like fertilizer or fuel. Schmier questions the cost of this portion of the project and whether it is included in the cost of drilling the well. Dyer says that drilling the well will cost between \$175,000 and \$190,000. He says that this portion of the project, including the well house, will cost another \$200,000-\$225,000. Sabolsky says that they have set aside \$500,000 for the entire project and it is Dyer's opinion that the project can be completed in its entirety for that amount. He also explains that once the Town annexes the 80 acres, that portion of the South Plateau road will become an extension of Iris Street and that is why they will place the water line on the east side so it lays just behind the curb and gutter once it is developed. Burke says he has some more questions that he can get answered by communicating directly with Dyer and Services Superintendent James Patterson. Dyer says he will respond to Burke's questions directly. Forsythe requests that Dyer put together a timeline for the projects so they can know and communicate accurately with the public. He says that it is his opinion that they should do whatever they can to expedite the projects and Dyer says that he will, with the Town's permission, acknowledging that there are some risks. The Council thanks Dyer for his work and encourages him to proceed.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$154,149.84. (Martineau, Forsythe) Schmier abstains from #44048 and #44069 to Jerry's Enterprises, Forsythe abstains from #44071 to Westmart Building Center. Burke abstains from #44089 to Morning Glory Coffee & Tea.
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the January 2, 2018 Town Council Meeting. (Forsythe, Martineau)
- 3) Motion carried to approve the new business license for Big Sky Photography and Design made by Nubia Allen. (Martineau, Burke)
- 4) Motion carried to approve the recommendation from the Marketing and Promotions Advisory Board to award \$15,000 to SnowShoot 2019 (held in 2018) event. (Forsythe, Martineau)
- 5) Motion carried to appoint Trish Barnes to the Health Care Services Advisory Board for a term of three years. (Martineau, Burke)
- 6) Motion carried to approve Prospera Group to enter into an agreement with Think Tank Design Group on behalf of the Town of West Yellowstone to create a conceptual plan for development of the 80 acres. (Martineau, Burke)

- 7) Motion carried to accept the Big Sky Trust Fund Grant in the amount of \$6,999. (Martineau, Burke)

At 9:15 PM, the Town Council adjourns into Executive Session to discuss pending litigation. The Council reconvenes at 9:45 PM

- 8) Motion carried to authorize Town manager Dan Sabolsky to negotiate on behalf of the Town in the Gordon Berger pending litigation. (Martineau, Burke)

Public Comment Period

WY Chamber of Commerce Executive Director Marysue Costello thanks the Town and anyone else that assisted with all the events in town this past weekend. She says there were over 300 skiers in town, an ice fishing tournament on Hebgen Lake, and the Kids n Snow event. She asks for assistance with parking on the edges of town for the dog sled rides as the lots are being filled with snow. She says there is going to be a China workshop on February 27, hosted by the University of Montana, at the Holiday Inn. She also reports that Idaho is planning for a reconstruction of Targhee Pass and they are in the planning stages at this time. She says they know that road construction must happen but they need to watch this and make sure that they never have road construction on Highway 20 and Highway 191 at the same time.

Council Comments

Mayor Brad Schmier points out that they distributed copies of Policy #42 to the Council Members tonight. He says that this policy is for everyone to reference as to how council meetings are conducted. He also thanks staff and Dyer for attending the meeting. Johnson asks everyone to remember Joanne Girvin as her father just passed away and Robert Mamer, commonly known as "Jules," who lived here over 40 years, he was an eccentric but well-known member of the community. Burke says that he took an a second job this year driving snowcoach and has many guests that spoke highly and favorably about their experiences here in West Yellowstone.

DISCUSSION

- 4) Johnson explains that this project actually costs over \$125,000 to put on so \$15,000 is only a small part of it and it actually brings a good deal of business to town.
- 6) Sabolsky explains that the first step in developing the 80 acres is to select a consultant to develop a conceptual plan for development of the 80 acres. Northern Rocky Mountain Economic Development District released the RFP on behalf of the Town and four responses to the RFP were received: Forsgren & Associates, Stahly Engineering & Associates, Stoa Management, Inc., and Think Tank Design Group, Inc. Prospera Group is a group that manages the grant they received from the Big Sky Trust Fund and will manage the grant. The Town's match to the grant is \$14,900. Sabolsky also explains that Land Solutions is stepping aside from this project in order to allow the Town to proceed in another direction.
- 7) Sabolsky says that this motion will allow him to sign any necessary documents to accept the grant and work with Prospera Group.
- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky distributes copies of the Federal Register which establishes the deed restrictions at the Yellowstone Airport north of Town. Sabolsky says that the Airport wishes to get those restrictions lifted for the purpose of developing 65 acres commercially. Sabolsky says that they have not been approached at this time for support but he has concerns about the type of development that may occur and its impact on the Town. He is also aware of casual conversations with the National Park Service about developing a transportation hub at that location. The deadline for commenting on the deed restrictions is January 19, 2018. Sabolsky says that they received four proposals for the Legal Services RFP. He suggests forming a committee to review the proposals and suggests including Chief Scott

Newell, himself, and perhaps a member of the Town Council. He reports that the CEO for Kelly Inns was in Town last Friday and came to see him. He says that he met with her and they discussed the new hotel project as well as some of the water issues surrounding that project. He thanks Town Engineer Dick Dyer for his thorough review of the project and specific instructions that were sent to the project architect, engineer, and CEO. Sabolsky reports that the Chamber of Commerce discussed at their last meeting to ask the Council to consider exempting entrance fees for events in order to make West Yellowstone more competitive with other event venues. Sabolsky says Yellowstone National Park is planning to conduct a traffic flow study at all the entrances to the Park. Sabolsky says there is a conference call this Friday for all Resort Tax Communities that he intends to participate in. He says they are still working on the business license ordinance revisions, safety policy implementation, and distributed a survey regarding the Summer Recreation Program.

Public Services Superintendent James Patterson reports that the Madison Addition Lift Station is now fully operational and he doesn't have to stop by every couple hours to flip a switch any longer. He says it is up and running and working well. He says they are still cleaning up snow from the last snowstorm, worked on the alleys today and will work on corners tomorrow. He says the Kids n Snow event last weekend was quite successful and he's even had requests to make the snow hill bigger. They briefly discuss how to discourage sledding off the back of the hill, which is much steeper and more dangerous. He asks everyone for suggestions for Christmas lighting so he can plan ahead for new Christmas lights next year. Patterson also mentions that in the spring, the flow from Whiskey Springs is the lowest. He says that they have the most water in the fall, and this past fall they had more water than they had had the previous year. **Police** Chief Scott Newell reports that there has been no shortage of crashes and vehicle accidents. He mentions that long-time resident, Robert Mamer, aka Jules, passed away last week. He says they were conducting a welfare check and determined he had been dead for a couple days. His property has been secured and thanks to Yellowstone Basin Bank for allowing them to use their change counter to count all the change that was found in the house. He also mentions that on Sunday he is leaving on a three-week vacation. Head Dispatcher Brenda Martin, Officer Curtis, and mutual aid will cover for him while he is out of town. **Finance** Director Lanie Gospodarek reports that their office has been pretty much status quo but they are gearing up for the annual financial audit on Thursday of this week. **Social Services** Director Kathi Arnado reports that they are gearing up for tax season to help low income residents file their taxes and she is preparing for shoulder surgery on February 23.

- B) Sabolsky explains that he has made a few more changes to the nightly rentals ordinance and has distributed copies. He says that the Madison Addition covenants have been interpreted to prohibit nightly rentals and restrict workforce housing in the past. He explains that this new draft of the ordinance reinforces this and will make it very clear that nightly rentals are not permitted in the Madison Addition.

The meeting is adjourned. (9:50 PM)

Mayor

ATTEST:

Town Clerk

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING

Ordinance No. 266 Tourist Homes, Workforce Housing and living in Recreational Vehicles in the Madison Addition Subdivision

NOTICE IS HEREBY GIVEN that the Town Council of the Town of West Yellowstone will conduct a Public Hearing on **February 6, 2018** regarding Ordinance 266. Ordinance No. 266 regulates tourist homes, living in recreational vehicles, and workforce housing within the Madison Addition to minimize the potential negative impacts on this residential neighborhood.

Complete copies of the ordinances are available at the Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT or by email at eroos@townofwestyellowstone.com. The proposed ordinance is also posted on the Town's website: www.townofwestyellowstone.com. The public hearing will be held during the regular Town Council Meeting which begins at 7:00 PM on February 6, 2018. The meeting will take place in the Town Hall, 440 Yellowstone Avenue in West Yellowstone, MT, at which time oral testimony will be taken from the public. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, by mail to P.O. Box 1570, West Yellowstone, MT 59758, or by email to eroos@townofwestyellowstone.com. For further information contact the Town Offices, 646-7795.

Elizabeth Roos
Town Clerk



ORDINANCE 266

Whereas, tourist rentals, workforce housing, and persons living in recreational vehicles in residential neighborhoods bring transients, traffic, create potential safety issues and could negatively impact surrounding property values in the Madison Addition; and

Whereas, short-term tourist rentals are occurring in West Yellowstone as the result of internet-based brokerages or other agencies listing available dwellings and facilitating rental reservations; and

Whereas, these arrangements are typically not rentals or leases that convey a real property interest and the exclusive right to possession but instead are permission to use a home (or a portion of it) for a short time, without the exclusive right to possession for a minimum of thirty (30) days occupancy, which makes them in essence a transient occupancy hotel or motel booking; and

Whereas, the demand for short-term tourist rental units has resulted in long-term rental units being withdrawn from the market; and

Whereas, long-term single-family residential units are being converted to workforce housing units; and

Whereas, the Town Council of the Town of West Yellowstone finds it is necessary for the health, safety and welfare of the citizens of the Town of West Yellowstone that the Town should regulate tourist rentals, workforce housing, and living in recreational vehicles within the residential neighborhood known as the Madison Addition, and

Whereas this Ordinance will provide the necessary regulations and restrictions until the Town completes the revision of its Zoning Ordinance.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this ____ day of _____, 2018.

Brad Schmier, Mayor/Councilman

Greg Forsythe, Deputy Mayor/Councilman

Pierre Martineau, Councilman

Jerry Johnson, Councilman

Chris Burke, Councilman

ATTEST:

Elizabeth Roos
Town Clerk

SECTION 1:

PURPOSE:

This Section regulates tourist homes, living in recreational vehicles, and workforce housing within the Madison Addition to minimize the potential negative impacts on this residential neighborhood.

SECTION 2:

DEFINITIONS:

These definitions are for this particular Ordinance only.

Apartment: a habitable room or suite of two or more habitable rooms meeting the requirements of the International Building Code, located in an apartment building or used for residential purposes in non-residential buildings located within non-residential districts. Efficiency units shall qualify as an apartment under this definition.

Bed and Breakfast: means a private, owner or manager occupied residence that is used as a private residence but in which: 1) breakfast is served and is included in the charge for a guest room; and 2) the number of daily guests served does not exceed 18. MCA 50-51-102 (1).

Guest House: An attached or detached accessory building used to house guests of the occupants of the principal building, and which is never rented or offered for rent. Any guest house containing separate cooking facilities shall be considered a separate dwelling unit.

Hotel/Motel: includes 1) a building or structure kept, used, maintained as, advertised as, or held out to the public to be a hotel, motel, inn, motor court, tourist court, or public lodging house; and 2) a place where sleeping accommodations are furnished for a fee to transient guests, with or without meals. MCA 50-51-102 (6).

Household: a person living alone, or any of the following groups living together as a single non-profit housekeeping unit and sharing common living, sleeping, cooking, and eating facilities: 1) any number of people related by blood, marriage, adoption, guardianship or other duly-authorized custodial relationship; 2) not more than four unrelated people; or 3) two unrelated people and any children related to either of them; 4) Household does not include: a) any society, club, fraternity, sorority, association, lodge, combine, federation, coterie, cooperative housing or like organization; b) any group of individuals whose association is temporary or seasonal in nature; or any group of individuals who are in a group living arrangement as a result of criminal offenses.

Municipal Infraction - Civil Offense: a municipal infraction is a civil offense punishable by a civil penalty of not more than \$300 for each violation or if the infraction is a repeat offense, a civil penalty not to exceed \$500 for each repeat violation. MCA 7-1-4150.

Person: means one individual.

Recreational Vehicle: a vehicular-type portable structure without permanent foundation, which is built on a single chassis; which is designed to be self-propelled or permanently towable by another motor vehicle; primarily designed as temporary living accommodations for recreational, camping, and travel use including, but not limited to, boats, travel trailers, truck campers, camping trailers and self-propelled motor homes. (Eliminated width and length and reworded a section “towed by another motor vehicle.”)

Rooming-house or boardinghouse: means buildings in which separate sleeping rooms are rented that provide sleeping accommodations for three or more persons on a weekly, semimonthly, monthly, or permanent basis, whether or not meals or central kitchens are provided but without separated cooking facilities or kitchens within each room, and whose occupants do not need professional nursing or personal-care services provided by the facility.

Tourist Home: means a private home or condominium that is not occupied by an owner or manager and that is rented, leased, or furnished in its entirety to transient guests on a daily or weekly basis. MCA 50-51-102 (12). Also, for Town proposes, known as a short-term, vacation, or nightly rentals.

“Transient guest” means a guest for only a brief stay, such as the traveling public. MCA 50-51-102 (13). Any stay under thirty (30) days shall be considered a transient guest.

SECTION 3:

MADISON ADDITION AREA:

These regulations will focus on tourist rentals, workforce housing, and living in recreational vehicles ONLY within the residential neighborhood known as the Madison Addition. See attached map.

SECTION 4:

TOURIST HOME RENTALS:

Tourist home rentals (also known as short-term, nightly, or vacation rentals) are strictly prohibited within the area defined as the Madison Addition. The Town will periodically monitor various websites and other media that specialize in these types of rental properties. Any property owner or their authorized agent advertising properties for tourist home rentals, within the Madison Addition, on these sites is in violation of this Ordinance of conducting a tourist home rental.

SECTION 5:

WORKFORCE HOUSING:

Workforce housing is permitted in the Madison Addition if it conforms to the definition of household listed above in Section 2, under the following conditions:

- 1) The dwelling unit must contain at least two bedrooms.
- 2) It must meet all Health and Fire Department regulations.
- 3) Must meet the Town's parking regulations.
- 4) The Owner of the residence shall apply to the Town for a permit to allow the residence to be used as workforce housing. The fee for the permit shall be set by resolution **and the permit must be renewed annually**. Any permits for workforce housing granted by the Town may be revoked upon notice to the Owner of written complaints being filed regarding the residence.
- 5) If such a complaint is received, the Town Manager will investigate the complaint and report its findings to the Town Council. The Town Council shall set the matter for a hearing, if one is requested by the property owner. The Town Council shall hear evidence and make a decision on whether the complaint is accurate and of sufficient grounds to revoke the permit.

SECTION 6:

RECREATIONAL VEHICLES:

Living in recreational vehicles is strictly prohibited in the Madison Addition. **(Deleted old language regarding electric connections). Sewer connections are prohibited. Water connections are allowed to refill freshwater tanks and then must be disconnected. Electricity can be connected to maintain batteries, provide for refrigeration during loading while preparing for departure, or unloading upon return, and heat only during below freezing temperatures not to exceed five days in any fourteen (14) consecutive day period.**

SECTION 7:

RESIDENTIAL USES:

Only single-family residential dwellings are permitted in the Madison Addition except in R-3 and R4 Zoning Districts. Prohibited uses in Madison Addition's R-1 and R-2 Districts include rooming or boarding houses, apartments, duplexes, bed and breakfasts, guest houses, tourist homes, and other like uses are strictly prohibited.

In R-3 Districts, besides single-family dwellings, two to four family residential dwelling units are also permitted. Besides the uses in R-3, R-4 allows efficiency units and apartments. Uses including rooming or boarding houses, bed and breakfasts, guest houses, tourist homes, and other like uses are strictly prohibited in the Madison Addition R-3 and R-4 Zoning Districts.

SECTION 8:

VIOLATION & PENALTY:

Any violation(s) of this Ordinance will be considered a municipal infraction by the Town of West Yellowstone, in accordance with Section 1.12.020 WYMC.



COMMUNITY
HEALTH PARTNERS

REAL PEOPLE. REMARKABLE HEALTHCARE.

January 26, 2018

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 2017.

Last year, CHP-West Yellowstone provided comprehensive medical services to more than 1,898 patients during nearly 3,825 visits. Some exciting highlights for the year included having our lead medical assistant, Becky Goltz, become licensed both as an LPN (licensed practical nurse) and as a limited permit-holder radiology technician. Becky now brings increased capabilities to our clinic staff combined with adding infrastructure to clinic function. Additionally, the Parents As Teachers program is back under the direction of Patty Peterson, an experienced early childhood educator. Through her work, she already has enrolled eight local families including two Spanish-speaking families using language interpretation by another bilingual, bicultural staff member.

The ongoing partnership with Bozeman Health Big Sky Medical Center continues to bring physicians to West Yellowstone weekly throughout the year, and CHP brought on additional licensed counseling resources to meet increased demand for mental health counseling last year. That combined with an extra busy summer season during which CHP was open six days per week through October meant that CHP saw a more than 15% increase in unique patients and a 53% increase in visits over 2016. Nearly one out of four patients seen did not have health insurance, and more than one half of patients served were living at an address located in the greater Hebgen Basin area.

We are looking forward to 2018 operations with a full staff ready to serve the primary healthcare needs of West Yellowstone residents and visitors. Our Learning Partners program is partnering with the WY Library to promote tutoring for adults in town needing extra support with learning and we are working with the Gallatin City-County Health Department to continue training the cadre of "promotoras" in the Latino community to extend the reach of the clinic by providing health education to this often hidden population. We look forward to continuing our partnership with the Town and other community organizations to serve West Yellowstone.

Sincerely,



Lander Cooney, CEO

CHP - WEST YELLOWSTONE

Profit & Loss

January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
4001 · Total Net Patient Revenue	
4010 · Rev- Patient Pay	
4011 · Self-Pay Patient Charges	213,156.97
4013 · Sliding Fee Discounts	(59,747.17)
4113 · Employee Discount	(533.02)
4114 · Patient Pay - Bad Debt	(35,144.34)
Total 4010 · Rev- Patient Pay	117,732.44
4210 · Rev. - Medicare	
4211 · Medicare charges	93,166.73
4212 · Medicare Adjustment	(17,843.79)
4214 · Medicare - Bad Debt	(89.99)
Total 4210 · Rev. - Medicare	75,232.95
4310 · Rev. - Medicaid	
4311 · Medicaid Charges	104,556.31
4312 · Medicaid - FQHC Adj.	(9,303.78)
4314 · Medicaid - Bad Debt	256.04
Total 4310 · Rev. - Medicaid	95,508.57
4410 · Rev. Private Insurance	
4411 · Private Insurance Charges	183,269.16
4412 · Private Insurance Adjustments	(66,359.36)
4414 · Priv Insurance Bad Debt	(4,545.17)
Total 4410 · Rev. Private Insurance	112,364.63
Total 4001 · Total Net Patient Revenue	400,838.59
4510.8 · Meaningful Use Incentives	21,250.00
4610 · Rev. - Donations	
4620.2 · Donations - General	500.00
4620.4 · Donations - Foundation	26,750.00
4620.6 · Donated Professional Services	1,350.00
Total 4610 · Rev. - Donations	28,600.00
4910 · Rev. - Other Income.	
4910.1 · Bad Debt Recoveries	1,927.46
4910.2 · Cost Report Settlements	8,171.92
4910.3 · Medicaid Case Management Fees	5,142.00
4910.6 · Medication Sales	1,589.00
4910.7 · Supply Sales	2,574.99
4910 · Rev. - Other Income. - Other	385.00
Total 4910 · Rev. - Other Income.	19,790.37
Total Income	470,478.96
Gross Profit	470,478.96
Expense	
5000 · Salaries Medical	
5000.2 · Med-PA/NP	130,781.70
5000.3 · Med-Nurse - RN	21,532.75
5000.4 · Med - Med Asst	65,451.87
5000.6 · Med - Nutritionist	1,350.00
Total 5000 · Salaries Medical	219,116.32
5060 · Contract Services - Medical	
5060.1 · Contract Medical - Providers	13,200.00
5060.2 · Cont. Serv. Medical -Lab & XRay	3,801.35
Total 5060 · Contract Services - Medical	17,001.35

CHP - WEST YELLOWSTONE

Profit & Loss

January through December 2017

	Jan - Dec 17
5070 · Supplies - Medical Supplies	
5070.1 · Supplies Med.	20,406.35
5070.2 · Vaccines Med.	23,789.84
5070.3 · Vaccines - Flu	1,422.65
5070.4 · Injectables	731.42
Total 5070 · Supplies - Medical Supplies	46,350.26
5075 · Med Exp - CME/Dues/Licensure	
5075.2 · Med - CME	4,664.56
5075.3 · Dues/Licensure/DEA	60.00
5075.5 · Travel - Medical	7,191.57
Total 5075 · Med Exp - CME/Dues/Licensure	11,916.13
5080 · Insurance - Med Prof Liability	622.68
5100 · Equipment - Medical Eq	1,868.35
6100 · Mental Health	
6105 · Behavioral Health Spec	9,589.46
6115 · IBH - CME/Dues/Travel	616.33
Total 6100 · Mental Health	10,205.79
6226 · Contract Services - Spec. Prog.	
6228 · MT Healthcare Foundation Grant	4,936.67
Total 6226 · Contract Services - Spec. Prog.	4,936.67
6300 · Enabling Services	
6307 · Outreach & Enrollment Staff	8,511.08
6307.1 · O&E Travel & Training	638.00
6309 · Contract Interpreter Services	150.00
6314 · Outreach Expense	453.60
6320 · Patient Assistance-emer-exp	
6320.4 · Prescription voucher	10.30
Total 6320 · Patient Assistance-emer-exp	10.30
Total 6300 · Enabling Services	9,762.98
7000 · Facility Expense	
7000.1 · Building Rent Expense	1,200.00
7000.4 · Cleaning Supplies	1,006.75
7000.5 · Facility Cleaning	13,221.00
7000.6 · Utilities	5,572.70
7000.8 · Maint + Repairs	572.17
Total 7000 · Facility Expense	21,572.62
7016 · Utilities Phone	
7016.1 · Phone - Local & Data	7,016.07
7016.2 · Cell Phones	1,467.22
Total 7016 · Utilities Phone	8,483.29
7101 · Salaries Administrative	
7101.1 · Admin-Exec	22,143.12
7101.4 · Admin-Generalists	51,407.24
Total 7101 · Salaries Administrative	73,550.36
7200 · Fringe Benefits	
7201 · FICA Tax	25,787.57
7202 · Unemployment MT	1,933.73
7203 · Workers Comp. Ins	3,541.54
7207 · Health Insurance	28,671.36
7208.1 · 403(b) Match	1,305.51

CHP - WEST YELLOWSTONE

Profit & Loss

January through December 2017

	Jan - Dec 17
7209 · HSA Deposits	2,656.67
7211 · Life Insurance	332.32
Total 7200 · Fringe Benefits	64,228.70
7250 · Supplies - Office	
7250.1 · General Office	3,634.93
Total 7250 · Supplies - Office	3,634.93
7275 · Professional Fees - Office	
7275.1 · Prof. Fees - Accounting	1,769.76
Total 7275 · Professional Fees - Office	1,769.76
7280 · Contract Services - Admin	1,518.12
7300 · Other Admin/Medical Expense	
7301 · Postage and Shipping	197.57
7303 · Recruitment	125.40
7304 · Credentialing	83.82
7306 · Other Admin Expense	826.50
Total 7300 · Other Admin/Medical Expense	1,233.29
7350 · Travel Expense/Board Training	
7350.3 · Celebration Funds	73.18
7350.5 · In- House education	113.50
7350.6 · In-State Travel/Misc Food/	5,540.69
Total 7350 · Travel Expense/Board Training	5,727.37
7650 · Furniture & Equipment - Office	709.00
7999 · Clearing/holding Acct.	
Total Expense	504,207.97
Net Ordinary Income	(33,729.01)
Other Income/Expense	
Other Income	
9250 · Federal Grants	
9255 · Federal 330 Grant	9,149.04
Total 9250 · Federal Grants	9,149.04
Total Other Income	9,149.04
Other Expense	
9200 · Admin. Overhead Allocation	88,944.04
Total Other Expense	88,944.04
Net Other Income	(79,795.00)
Net Income	(113,524.01)

From: [Dan Sabolsky](#)
To: "[Elizabeth Roos](#)"; "[Brad Schmier](#)"; [Chris Burke](#); gforsythe@townofwestyellowstone.com; jjohnson@townofwestyellowstone.com; "[Pierre Martineau](#)"
Cc: [Daniel Sabolsky](#)
Subject: CHP Invoice
Date: Wednesday, January 31, 2018 6:58:20 AM

FYI Below is CHP's response to some questions that Mayor Schmier had regarding the administrative costs of CHP. Please let me know if you have any additional questions.

Daniel Sabolsky
Town Manager

From: Cooney, Lander [mailto:cooneyl@chphealth.org]
Sent: Tuesday, January 30, 2018 9:35 AM
To: 'Dan Sabolsky' <dsabolsky@townofwestyellowstone.com>
Subject: RE: CHP Invoice

Hi Dan,

This is a common, and appropriate, oversight question. First, let's look at what Mayor Schmier is considering to be overhead costs. I believe he has totaled the following lines:

- 7101.1 Salaries Administrative – Admin Exec: 22,143.12
 - 7101.4 Salaries Administrative – Admin Generalists: 51,407.20
 - 9200 Other Expense – Admin. Overhead Allocation: 88,944.04
- Total: 162,494.36

I can see that the language we use in our chart of accounts could be a little misleading as to what constitutes actual administrative overhead vs. what constitutes operating costs related to staff in our category of "admin." For clarity:

- 7101.1 Salaries Administrative – Admin Exec: This is the portion of Buck's salary directly related to management of the West Yellowstone site. This includes his time to be present in West weekly which is required to provide face-to-face supervision of WY staff, serve as a liaison to the community, address facility or other operational issues and support regular communication and quality improvement initiatives. All of our clinic locations have an on-site operational supervisor. In the case of West Yellowstone, we have kept this role and the salary allocation part time because it is a small site and to keep costs low. Investing in face-to-face management, even on a part time basis, improves staff morale and thus retention, directly impacting the quality and volume of services provided as well as our ability to respond to identified needs in the community.
- 7101.4 Salaries Administrative – Admin Generalists: These are our front desk "administrative" staff at the clinic in West Yellowstone. These are essential employees who interact with patients, schedule and register patients and manage confidential medical records. We could

not run a safe, efficient clinic without them.

- 9200 Other Expense – Admin. Overhead Allocation: This is what is actual administrative overhead. This includes a proportionate allocation to the West Yellowstone site of the administrative capacity that supports all CHP clinics. It includes IT support, HR management, fiscal oversight, billing functions, compliance, reporting and quality improvement infrastructure, marketing, development, grant writing, policy and advocacy.

Administrative allocation is an important area to scrutinize, especially because it can be particularly challenging for rural healthcare facilities. In fact, CHP's administrative allocation, at 15% of overall costs (\$88,944.04/\$593,152.01) is quite low and part of the reason that CHP is able to sustain operations in West Yellowstone without more support from the Town. Imagine the common situation for stand alone rural healthcare facilities where a small clinical operation needs to support a 1.0 FTE CEO and a 1.0 FTE CFO as well as contract for IT support, billing and HR management services required to run basic operations. In this case, administrative allocations can top 30% of overall costs and create a significant drag on sustainability.

I hope this helps you answer Mayor Schmier's question. If I can further clarify, please let me know.

Thanks,
Lander

From: Dan Sabolsky [<mailto:dsabolsky@townofwestyellowstone.com>]
Sent: Tuesday, January 30, 2018 7:57 AM
To: Cooney, Lander
Cc: Daniel Sabolsky
Subject: FW: CHP Invoice

Can you answer Mayor Schmier's questions below and provide me the answers. This way if he asks at the council meeting and I can respond immediately.

Thanks,

Daniel Sabolsky
Town Manager

From: Brad Schmier [<mailto:bschmier@townofwestyellowstone.com>]
Sent: Monday, January 29, 2018 10:44 PM
To: Dan Sabolsky <dsabolsky@townofwestyellowstone.com>
Subject: Re: CHP Invoice

Dan,
Thank you for the CHP info. I have always questioned and still do question the amount of expenses that go toward administrative salaries and overhead. This time it comes to about \$162,000. They

have explained in the past that this pays for office staff in their main office and of course some of Bucks and Landers salary.

If they charge something similar to all of their locations, that is a lot of money.

Brad
Mayor/Councilman
Town Of West Yellowstone

In accordance to Montana Law, all electronic messages used for transaction of official town business are deemed public records. This includes constituent communications, " unless constitutionally protected by individual privacy interests."

Electronic messages to and from this address fall under this law.

On Jan 29, 2018, at 8:18 AM, Dan Sabolsky <dsabolsky@townofwestyellowstone.com> wrote:

FYI

From: Cooney, Lander [<mailto:cooneyl@chphealth.org>]
Sent: Friday, January 26, 2018 1:28 PM
To: 'dsabolsky@townofwestyellowstone.com'
<dsabolsky@townofwestyellowstone.com>
Subject: CHP Invoice

Hello Dan,

I hope this note finds you well and enjoying 2018. I hear it has been a big snow year in your neck of the woods! Please see attached invoice, financials and details on CHP's performance in 2017. Buck will drop off a hard copy on Monday when he's in town.

Our work and partnership with West Yellowstone continues to feel positive and productive, and we appreciate your ongoing support to make this possible. Please do not hesitate to contact me if you need any additional information.

Sincerely,
Lander

Lander Cooney, CEO
406-823-6316
<image001.jpg>

This communication is confidential to Community Health Partners and is intended solely for the use of the individual or organization to whom it is addressed. It may contain privileged information. If you have received this message in error, please notify

the originator immediately. If you are not the intended recipient, you should not use, copy, alter, or disclose the contents of this message. All information or opinions expressed in this message and/or any attachments are those of the author and are not necessarily those of Community Health Partners. Community Health Partners accepts no responsibility for loss or damage arising from its use.

<CHP Letter 1.18.pdf>

<WY Invoice CY 2017.pdf>

<West Yellowstone P&L Calendar Year 2017.pdf>

This communication is confidential to Community Health Partners and is intended solely for the use of the individual or organization to whom it is addressed. It may contain privileged information. If you have received this message in error, please notify the originator immediately. If you are not the intended recipient, you should not use, copy, alter, or disclose the contents of this message. All information or opinions expressed in this message and/or any attachments are those of the author and are not necessarily those of Community Health Partners. Community Health Partners accepts no responsibility for loss or damage arising from its use.

COMMUNITY HEALTH PARTNERS

Invoice

Date	Invoice #
12/31/2017	WY CY 2017

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2017 Calendar Year Risk Share <i>DAM</i> <i>1000-510370-859 lg</i>	100,000.00	100,000.00
		Total	\$100,000.00

Memorandum

To: Town Council
From: Lanie Gospodarek 
Date: January 18, 2018
Re: Learning Center Bank Financing Comparison

Attached please find a worksheet that reflects a comparison of the financing proposals by First Security Bank and Yellowstone Basin Bank for the purchase of the learning center building.

In general, I believe that the First Security Bank proposals are more competitive than the Yellowstone Basin Bank proposals. Both of the 10-year options from First Security are more attractive than the 10-year option offered by Yellowstone Basin Bank. First Security Bank's proposals would produce a net savings to the Town of between \$22,954 and \$24,000 even when using the higher 5% rate for the remaining three or five-year terms.

The biggest difference lies in additional fees for an appraisal and title work and collateral. While, Yellowstone Basin Bank has indicated they can provide some latitude on the loan origination fee; there are still fees for appraisals, title work and for recording documents which come to \$3,830.00. Yellowstone Basin Bank is requiring a deed of trust which demands collateral in the form of the entire parcel of land and all improvements which includes not just the Learning Center but the Povah Center as well. A potential risk here is losing ownership of the land and the improvements in the event of default.

First Security Bank is funding the loan as a General Fund Obligation only tying it indirectly to the Resort Tax revenue stream. A potential risk with this proposal is that in the event of the non-renewal of resort tax, First Security Bank would require a payoff of the balance of the loan at the sunset of the resort tax. (December 31, 2025)

I would like to recommend the First Security Bank's option with a 7-year fixed rate amortized over 10 years. As stated above, with the estimated rates there is potential for substantial savings to the Town. Since we have the Town Hall construction loan and the 80-acre loan tied to the resort tax revenue stream I feel the smaller annual payment of the 10-year option will allow for greater latitude with regard to current pressure on this revenue stream and/or to free up revenue to be used on other pending projects.

	YBB	YBB	YBB	FSB	FSB	FSB	FSB
	Loan of \$750,000			Loan of \$750,000			
	5 Yr Arm	7 YR Arm	10 Yr Arm	8 Yr Arm	10 Yr Arm	8 Yr Arm	10 Yr Arm
	5-year@ 3.25%	7-year @ 3.75	10-yr @ 4.125%	3.24% for 5 years	3.24% for 5 years	3.50% for 7 years	3.50% for 7 years
				plus WSJ-1.26%	plus WSJ-1.26%	plus WSJ-1.00%	plus WSJ-1.00%
Payment amount	\$81,865.13	\$61,407.78	\$46,144.65	\$53,588.72	\$44,202.80	\$54,149.68	\$44,768.42
Tot. Interest Paid	\$68,651.30	\$109,708.95	\$172,893.03	\$89,948.42	\$97,094.89	\$113,616.96	\$129,654.53
Payments/Year	2	2	2	2	2	2	2
Total # Payments	10	14	20	10	10	14	14
Loan Fees	\$7,580.00	\$7,580.00	\$7,580.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00
Total Loan Payments	\$818,651.30	\$859,708.95	\$922,893.03	\$535,887.20	\$442,027.98	\$758,095.58	\$626,757.81
Total Cost	\$826,231.30	\$867,288.95	\$930,473.03	\$537,762.20	\$443,902.98	\$759,970.58	\$628,632.81
				New Rate WSJ-1.26%	New Rate WSJ-1.26%	New Rate WSJ-1.00%	New Rate WSJ-1.00%
				4.5% (est.)	4.5% (est.)	4.5% (est.)	4.5% (est.)
New Balance				\$304,061.22	\$405,066.91	\$105,521.38	\$252,896.66
Payment amount				\$54,741.61	\$45,686.57	\$54,547.77	\$45,530.30
Tot. Interest Paid				\$24,388.66	\$51,798.69	\$3,574.54	\$20,284.80
Payments/Year				2	2	2	2
Total # Payments				6	10	2	6
Loan Fees				\$0.00	\$0.00	\$0.00	\$0.00
Total Loan Payments				\$328,449.88	\$456,865.60	\$109,095.92	\$273,182
Total Interest Paid				\$114,337.08	\$148,893.58	\$117,191.50	\$149,939.33
Total Estimated Cost	\$826,231.30	\$867,288.95	\$930,473.03	\$866,212.08	\$900,768.58	\$869,066.50	\$901,814.61

FSB Options with 5.00% (est.) Interest Rates

			New Rate WSJ-1.26%	New Rate WSJ-1.26%	New Rate WSJ-1.00%	New Rate WSJ-1.00%	
			est. @ 5%	est. @ 5%	est. @ 5%	est. @ 5%	
New Balance			\$304,061.22	\$405,066.91	\$105,521.38	\$252,896.66	
Payment amount			\$55,202.27	\$46,282.45	\$54,747.16	\$45,913.44	
Tot. Interest Paid			\$27,152.30	\$57,757.54	\$3,973.32	\$22,583.66	
Payments/Year			2	2	2	2	
Total # Payments			6	10	2	6	
Total Loan Payments			\$331,214.60	\$462,824.45	\$109,494.70	\$275,480.32	
Total Interest Paid			\$117,100.72	\$154,852.43	\$117,590.28	\$152,238.19	
Total Estimated Cost	\$826,231.30	\$867,288.95	\$930,473.03	\$868,976.80	\$906,727.43	\$869,465.28	\$904,113.13

Summary of Facts:

Yellowstone Basin Bank

Loan Fees are .5% of principal - in light of add'l fees there is some latitude here
 Collateral: Deed of Trust for building and property to include other improvements on the property (Povah Center)
 Appraisal: approx. \$800.00
 Title work: approx, \$2,900.00
 Recording fees: \$100.00
 Flood Certificate: \$30.00

First Security Bank

Loan Fees are .25% of principal
 Collateral: Resolution committing to the General Fund Loan & payoff in the event of RT non-renewal

TOWN OF WEST YELLOWSTONE STAFFING PLAN

Town Council (Mayor & Deputy Mayor)

Town Manager ---- Executive Assistant FT (Note 3)

Finance Director - DH Town Clerk FT Deputy Town Clerk FT	Chief of Police - DH Patrol Officers 5 FT <u>911 Communication Center Manager FT</u> Dispatchers 5 FT Dispatcher 1 PT (As Needed)	Social Services Director - DH Social Services Assistant FT	Public Services Superintendent - DH Deputy Public Services Superintendent FT Operator 6 FT Seasonal Laborer 3 SFT As Needed Truck Drivers (note 2) <u>Recreation Coordinator FT</u> Recreation Counselor 3 SFT (note 4) Recreation Specialists 2 TPT
Town Attorney Contractual Arrangement	City Judge (note 5) Court Clerk PT (note 6)	Library Director (note 1) Children's Librarian FT Library Clerk FT Language Instructor PT	Town Engineer Contractual Arrangement

note 1: Library functions are governed by State Law and Agreements; Director is appointed by Library Board and directs staff.
 note 2: List of people with CDLs will be maintained to call as needed during the winter and summer seasons.
 note 3: New Position being created
 note 4: Eliminated Senior Recreation Counselor
 note 5: Employed under Contract
 note 6: Under Supervision of Town Manager

FT = full-time status
PT = part-time status

SFT = seasonal full-time status
TPT = temporary part-time status
DH = Department Head

1/30/2018



Town of West Yellowstone, Montana

Class Title	Executive Assistant
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General Statement of Duties

Under general direction, supervises, plans, and performs a variety of highly responsible, confidential, and complex secretarial and administrative duties in support of the Town Manager. Performs directly related work as required.

Distinguishing Features of the Position

The principal function of an employee is to plan and perform a variety of highly responsible confidential and complex secretarial and administrative support duties to the Town Manager, and other Town employees as assigned by the Town Manager, and to provide information, direction, and assistance to staff, other departments, outside agencies, and the general public. The work is performed under the supervision and direction of the Town Manager but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Town Manager, Department Heads, other Town employees, the Town Council, business and community organizations, the news media, and the general public. The principal duties of this class are performed in an office environment.

Examples of Essential Work (Illustrative Only)

- Serves as the primary resource and information source regarding Town policies, procedures, objectives, and operational functions; including receiving and interviewing office visitors and telephone calls, interpreting regulations, policies, and procedures; answering questions and providing information where judgment, knowledge, and interpretations are utilized, especially in the proper handling of confidential information or files and independently resolving complaints and making decisions; refers caller to appropriate source as necessary.

- Performs a variety of complex clerical and confidential administrative support duties for a Department and/or Division head or other key departmental personnel within an assigned Town department, which may include supervision over related support personnel;
- Acts as liaison between the Town Manager's office and Town staff, business and community organizations, the media and the public
- As assigned, may act as a liaison between the Town Manager and Town Council; Refers complicated or controversial matters and concerns to appropriate parties. Determines and interprets the parties' needs and responds accordingly; follows up with necessary actions;
- Attends to and processes administrative details not requiring the immediate attention of assigned staff and officials;
- Assists the Town Manager's office in collection and transmittal of data to Town Clerk for Council's agenda packets prior to each regularly scheduled Town Council meeting;
- Prepares the "Weekly Update";
- Independently responds to routine letters and general correspondence; composes and prepares letters, memoranda, and reports pertaining to standard policies.
- Prepares assigned budgets including analysis and determination of annual budget needs and participates in the administration of the assigned budget; prepares and processes claims and purchase orders; monitors expenditures.
- Plans, recommends, and implements organizational or procedural changes related to the Town Manager's Office, recommends improvements in work flow, procedures, and the use of equipment and forms;
- Prepares information needed in administrative decisions and in facilitating the implementation of Town policies and programs as assigned; researches, collects, compiles, tabulates, analyzes, and summarizes data and information pertaining to specified activities, operations, or functions as assigned; prepares a variety of fiscal, statistical, and administrative summaries and reports;
- Maintains detailed calendar for the Town Manager, arranges interviews, appointments, schedules, conferences, travel arrangements, and itineraries.
- Prepares and distributes informational materials and advertisements;
- Prepares meeting packets and agendas for distribution of assigned meetings;
- Represents the Town Manager's Office in meetings and groups; prepares minutes of these meetings when assigned;
- Establishes and maintains complete and timely records and files including financial, budget, operational, and administrative records;
- Manages, organizes and executes town-wide, local, regional and statewide events as assigned;
- Coordinates schedules with local media, Town staff and Council; arranges advertisement and public announcements with local media as necessary;
- Reserves and schedules meeting or conference rooms and arranges for necessary audio-visual equipment;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives;
- Operates modern office machines and equipment including personal computers, typewriters, printers, copiers, calculators, and Fax machines; routinely uses a full range of word processing and spreadsheet computer software applications;
- Orders, receives, and distributes supplies, forms, and related items;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees; Responds to citizens' questions and comments in a courteous and timely manner;
- As assigned, attends and participates in staff meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge;
- Performs other duties consistent with the role and function of this classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of modern office procedures, practices, methods and equipment including computer equipment and applicable software programs;
- Thorough knowledge of modern filing systems and procedures;
- Thorough knowledge of modern bookkeeping principles, practices, and procedures;
- Thorough knowledge of effective research tools and methods, including the use of the Internet;
- Thorough knowledge of the principles and techniques used in dealing with the public and conflict resolution;
- Thorough knowledge of principles and practices of business letter writing, standard composition and proper grammar;
- Thorough knowledge of principles and practices of fiscal, statistical and administrative data collection and report preparation;
- Thorough knowledge of local government and its operating departments;
- Thorough knowledge of the practices used in minute taking and preparation;
- Some knowledge of principles and procedures of recordkeeping;
- Ability to quickly learn the organization, functions and methods of operation of the executive staff, Town departments, and assigned position;
- Ability to quickly learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures;
- Ability to understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities;
- Ability to respond to inquiries and requests for information from the public and Town personnel regarding policies and procedures;
- Ability to establish and promote effective working relationships with assigned supervisors, Town employees, the Town Commission, business and community organizations, the news media, and the general public;
- Ability to effectively deal with difficult people in diplomatic and professional manner;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Ability to independently prepare correspondence, memoranda, and minutes of meetings;
- Ability to prioritize work schedule and complete assignments with short notice;
- Ability to take accurate notes and prepare accurate meeting minutes within established timelines;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate modern office equipment including a personal computer using standard or customized

software applications appropriate to assigned tasks; ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrates appropriate levels of initiative and independent judgment;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Establishes, maintains and fosters positive and harmonious working relationships with those contacted in the course of work;
- Maintains the integrity of confidential data and information;
- Ingenuity and inventiveness in the performance of assigned tasks;
- Consistently performs assignments in accordance with the Town's Core Values of Integrity, Leadership, Service and Teamwork.

Acceptable Experience and Training

- High School Diploma/GED and additional post-secondary education are required; and
- Considerable (4 to 6) increasingly responsible administrative experience including some secretarial and supervisory experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Offers for employment are conditional upon satisfactory response to post conditional offer process;
- Valid Drivers' license (must have valid Montana Drivers' license within 60 days of employment).

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general office environment.

By signing this statement, I, the employee acknowledges my respective job description has been received and that I have read this document and understand what is expected from me as an Executive Assistant for the Town of West Yellowstone, MT.

Signed: _____

Date: _____

Print Name: _____

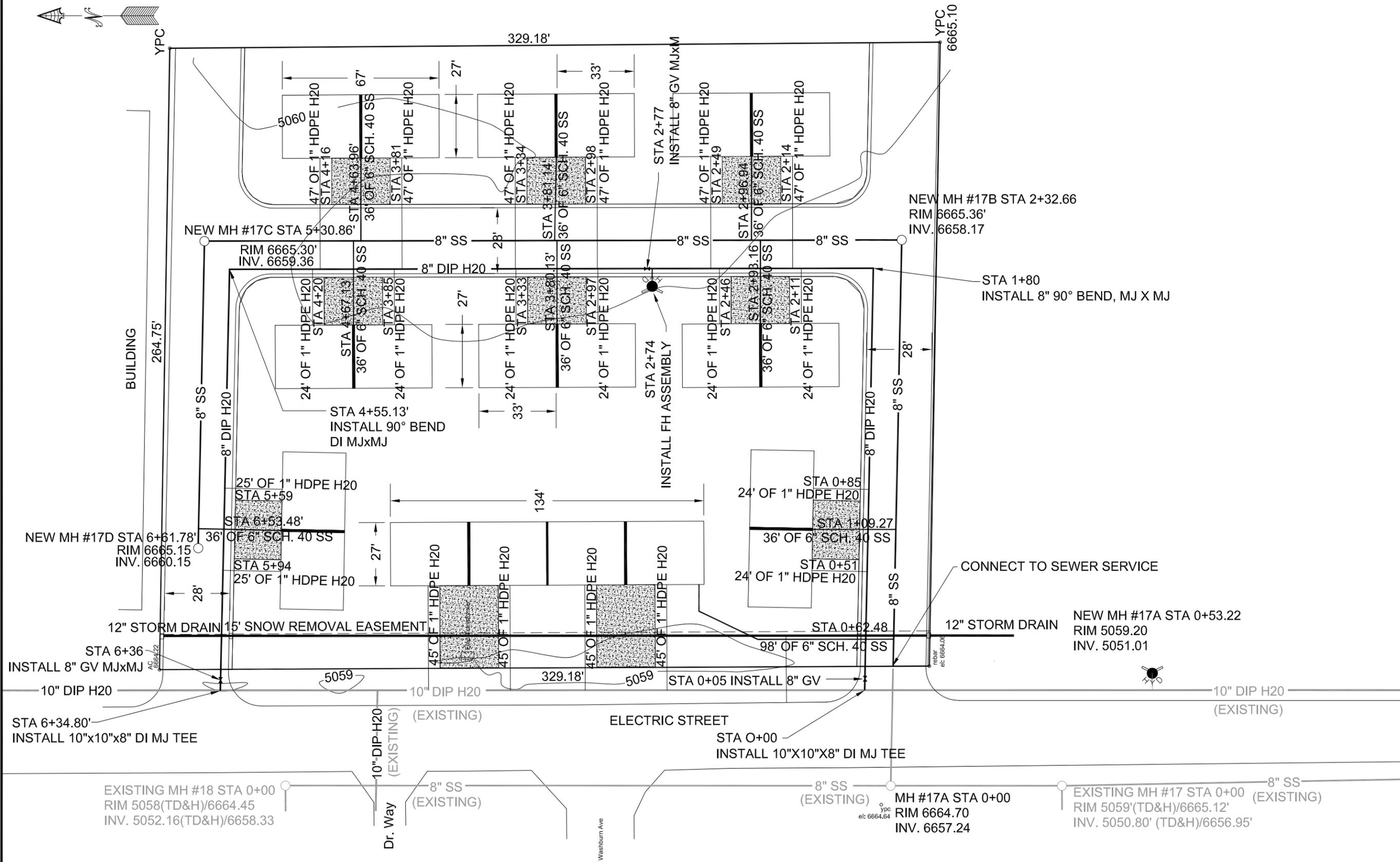
Position: _____

Effective Date of Employment: _____

Attest:

Supervisor: _____

Date: _____



SITE PLAN

**INNOVATIVE
ENGINEERING**
12140 GOOCH HILL ROAD
GALLATIN GATEWAY, MT
406-763-4185

**TRACT 4B DEVELOPMENT
WEST YELLOWSTONE, MT**

1 OF **8**

17-05
SHEET1.DWG

REVISED OCTOBER 4, 2017