

# Town of West Yellowstone

Tuesday, January 7, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue  
TOWN COUNCIL WORK SESSION - 6:00 PM

West Yellowstone Gateway Study-Rob Gilmore, NRMEDD	Discussion ∞
Regional Economic Development Cooperation Program	Discussion
Water Well #4 Project, Change Orders and Payment	Discussion ∞

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## TOWN COUNCIL MEETING

(meeting will start immediately following the conclusion of the work session-approximately 7:30 PM)

Pledge of Allegiance

### Oath of Office for New Town Council Members Travis Watt and Jeff Mathews Election of Mayor and Deputy Mayor for 2020

Purchase Orders #6689 to Crimestar Corporation, CAD/RMS annual support, \$14,050.00 ∞  
#6874 to Anderson Zurmuehlen, FY 2019 Auditing Services, \$12,500.00 ∞

Treasurer's Report & Securities Report

Claims ∞

Consent Agenda: **Minutes of the December 10, 2019 Town Council Meeting** ∞  
**Minutes of the December 20, 2019 Special Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

### Comment Period

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

### NEW BUSINESS

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Water Well #4 Project, Change Orders and Payment	Discussion/Action ∞
Marketing and Promotions Fund Recommendation, Snow Shoot for 2021, \$21,500	Discussion/Action ∞
Marketing and Promotions Fund Board Appointments <ul style="list-style-type: none"><li>• John Greve</li><li>• Kimberly Howell</li></ul>	Discussion/Action ∞
Planning Board, Town Council Representative Appointment	Discussion/Action ∞
Fir Ridge Cemetery Administration <ul style="list-style-type: none"><li>• WYMC Chapter 12.30 revisions</li><li>• Plot Purchase procedures</li><li>• Town Cemetery Policy</li></ul>	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](http://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](http://www.townofwestyellowstone.com).

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# Town of West Yellowstone Oath of Office Town Council Member

I, \_\_\_\_\_, do solemnly swear that I will support,  
protect, and defend the Constitution of the United States,  
The Constitution of the State of Montana  
and the Charter of the Town of West Yellowstone  
and that I will discharge the duties  
of my office with fidelity (So Help Me God).

January 3, 2019

\_\_\_\_\_  
*Name*



State of Montana  
Gallatin County

\_\_\_\_\_  
Elizabeth Roos, Town Clerk & Notary Public  
Residing in West Yellowstone  
My Commission Expires August 9, 2023

P.O. BOX 1570

# TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

## PURCHASE ORDER

Date 12/23/19

Ship Via

Order No. **006689**

Department Police

TO: Crimestar Corporation

ADDRESS: PO Box 6100 Santa Barbara CA 93160

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<u>1</u>	<u>CAD/RMS Update/Annual Support</u>
	<u>2850-420750-945</u>

Authorized By

Estimated Cost \$ 14,050 =

Requested By:

Scott Newell

VENDOR COPY - White OFFICE COPY - Canary

Purchase Order # 6689

December 23, 2019

The Police Department will be purchasing licensing for three CAD (Computer Aided Dispatch) positions and a Web Interface for up to 100 Officers/First Responders through our current RMS vendor Crimestar. This will allow CAD at both Dispatch consoles and the desk of the Communication Center Manager. The Web Interface will connect the officers, via phone or Toughbook, to the CAD. This was budgeted out of 2850-420750-945 and will be a one time purchase amount of \$12,850 and will have an annual maintenance cost of \$1200. This maintenance cost of \$1200 will be reoccurring and replace the current E-Force Maintenance agreement annual cost of \$21,500 for their CAD services.

# Crimestar Software

## Product Order Form

Mail To: Registration  
 Crimestar Corporation  
 P.O Box 6100  
 Santa Barbara, CA 93160

To license Crimestar software, please complete the following order form selecting the product(s) you wish to order and send it to Crimestar Corporation. Enclose your payment, authorized purchase order or pay online with your credit card. Orders can be faxed to (866) 302-2312. **Purchase Orders are only accepted from Federal, State and Local Government Agencies.**

For Questions regarding ordering, phone (877) 767-4267 or email us at info@crimestar.com

**The Contact Person and Agency name is used for the License Activation Key, please be exact.**

Contact Person: Brenda Martin / Scott Newell

Agency Name: West Yellowstone Police Dept.

Address: PO Box 1570

City: West Yellowstone

State: MT

Zip Code: 59758

Phone Number:

Fax Number:

Population Served:

E-Mail:

**Product:** All calculated prices include One-Time License Fee and 1st Year Annual Support **Qty. Price Amount**

Product:	Qty.	Price	Amount
<b>RMS Records Management System:</b> <i>(Licenses per Concurrent User)</i>			
Professional Edition		\$ 2,950.	
Enterprise Edition <i>(Requires MS SQL Server)</i>			
Base License <i>(1 Required)</i>		\$ 2,950.	
Workstation(s)		\$ 1,950.	
Add'n'l Laptop Synchronize License		\$ 1,250.	
<b>CAD Computer Aided Dispatch:</b> <i>(Licenses per Dispatcher Seat - Works With RMS Professional &amp; Enterprise)</i>	<u>3</u>	\$ 3,950.	<u>11,850 -</u>
<b>MDC Mobile Digital Communicator:</b> <i>(Licenses per Workstation)</i>			
Base Controller <i>(Minimum of 1 Required)</i>		\$ 1,950.	
Full Mobile Workstation(s)		\$ 1,450.	
<b>CWI Crimestar Web Interface:</b> <i>(Licenses per site: includes 100 users)</i>	<u>1</u>	\$ 1,000.	<u>1,000 -</u>
<b>ICDE In-Custody Data Extract Utility:</b> <i>(Licenses per Customer Site)</i>		\$ 1,000.	
<b>MSG Message Switch Gateway: - ATTACH QUOTE</b>			

Annual Support / Maintenance for each license  
 RMS/CAD/CWI/MDC=\$300ea

4 \$300ea 1200 -

See Attached Quote

**SUBTOTAL** 14,050 -

### Payment Type

State law requires the collection of sales tax. Enter your applicable sales tax % rate.  
 Any applicable required sales tax will be included on the final billing invoice.  
 If your agency is tax exempt you MUST provide a copy of your tax exempt certification.

TAX % \_\_\_\_\_

Sales Tax \_\_\_\_\_

Prepaid Check

Shipping (FREE)

Purchase Order (Send Copy) PO # 006689

**TOTAL** 14,050

Credit Card: Please use our secure web site - <https://crimestar.com/payonline.html>

Crimestar Corporation will process your order as soon as it is received. The software License Activation Key (Password) and other associated materials will be mailed to you at the above address via US Mail. Crimestar Corporation has a no refund policy on our software, once the License Key has been issued. By signing this order you certify that you; are an authorized agent for the agency named above; acknowledge that your agency has evaluated the software; have read and understand the software end user license agreement (EULA); and agree to pay the associated fees and charges represented above that are associated with this software order.

Authorized Signature: [Signature]

Date: 12/23/19

Print Name: Daniel Sabolsky

Title: Town Manager

# QUOTE

**Crimestar Corporation**

P.O. Box 53480  
 San Jose, CA. 95153-0480  
 (877) 767-4267 ext. 72

Date: December 19, 2019

Quote # 19-ES-67

**West Yellowstone Police Department**  
**124 Yellowstone Ave.**  
**West Yellowstone, MT. 59758**

**ATTN: Brenda Martin**

Salesperson	Shipping Method	Shipping Terms	Payment Terms
Eric	U.S.P.S. Priority		Due on receipt

Qty	Cat.	Description	Unit Price	Line Total
3	CAD	Crimestar CAD seat licenses	\$3,950.00	\$11,850.00
3	SUP	CAD Annual Support	\$300.00	\$900.00
1	CWI	Crimestar Web Interface (100 users)	\$1,000.00	\$1,000.00
1	SUP	CWI Annual Support	\$300.00	\$300.00

Software Subtotal	\$12,850.00
Support Subtotal	\$1,200.00
<b>Total</b>	<b>\$14,050.00</b>

Unless otherwise specified, quoted price(s) are for application software only. Crimestar Corporation does not resell or supply computer hardware and does not license or supply computer operating system or network software.

Signature: *Eric Sargent*

Date: December 19, 2019

**Thank you for this opportunity!**

*TECHNICAL SUPPORT / UPDATES – This includes unlimited support via computer or telephone during normal business hours. Support outside posted hours is on an "as-available" basis. Updates/Upgrades includes ALL issued releases by Crimestar to the RMS/CAD/MDC software, including "bug" fixes.*

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE  
MONTANA**

PHONE: 406-646-7795  
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 12/31/2019

Ship Via

1000-410530-353 Jg

Order No. **006874**

Department Finance

TO: Anderson Zurmuehlen

ADDRESS: PO 20435, Billings, MT 59104-043

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
2018-2019 FY	Audit Services

Estimated Cost \$ 12,500

Authorized By

[Signature]

Requested By:

[Signature]

VENDOR COPY - White OFFICE COPY - Canary

APPENDIX B

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):

406-646-7795  
Telephone:

Address:

Town of West Yellowstone, Montana

PO Box 1570

(Street Address or P.O. Box)

West Yellowstone, MT 59758

(City/Town)

(Zip Code)

Lanie Gospodarek, Finance Director lgospodarek@townofwestyellowstone.com

Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING  
FIRM (CONTRACTOR) :

406-556-6160  
Telephone:

Address:

Anderson ZurMuehlen & Co., P.C.

1019 East Main Street, Suite 201

(Street Address or P.O. Box)

Bozeman, MT 59715

(City/Town)

(Zip Code)

Heather Walstad hwalstad@azworld.com

Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending  
June 30, 2019 (and \_\_\_\_\_).  
(Month & Day) (Year) (Year)

B. Date to commence audit work: November 1, 2019

C. Date to submit final audit report  
to Entity and State: March 1, 2020

2. Time and Price for Engagement:

A. Estimated total hours - 125

B. Price for audit personnel \$ 12,500  
Price for Travel \_\_\_\_\_  
Price for typing, clerical  
and report preparation \_\_\_\_\_  
Total price for this  
engagement \$ 12,500

3. The reporting entity contains the following discretely presented component units: None

12/23/19  
13:18:17

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 12/19

Page: 1 of 2  
Report ID: AP100

For Doc # = 46488  
\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
46488	E 2964 CIII CARDS	2,176.82							
	243S014535 11/07/19 Vehicle Inspection forms	115.00		ROADS	1000 430200	220	101000		
	59788 11/08/19 Emergency Beacon to call Polic	108.59		ADMIN	1000 410210	212	101000		
	1526770546 11/13/19 Mail tool to measure envel	13.76*		ADMIN	1000 410210	220	101000		
	11/14/19 Flagger Training -Wild West	131.25		ROADS	1000 430200	380	101000		
	1253850 11/19/19 2 iPad cases for New TC membe	49.38		LEGISL	1000 410100	220	101000		
	7412229 11/20/19 At-a-glance planners (2)	40.12*		LIBRAR	2220 460100	220	101000		
	2129010 11/20/19 At-a-glance planners (1)	9.95*		LIBRAY	2220 460100	220	101000		
	W545778106 11/19/19 iPads for new TC members	658.00		LEGISL	1000 410100	212	101000		
	11/25/19 Help fund - Thanksgiving	42.64		HELP	7010 450135	220	101000		
	11/26/19 Travel to Phoenix for Sewer	178.94		SEWER	5310 430600	370	101000		
	11/26/19 Travel to Phoenix for Sewer	253.06		SEWER	5310 430600	370	101000		
	175725 11/26/19 Office Furniture Building Dept	372.85		BULDNG	1000 420531	212	101000		
	2106638 11/26/19 Drawing Desk/drafting table	89.99		BULDNG	1000 420531	212	101000		
	1471403 12/03/19 iPhone screen protectors	87.80		STREET	1000 430200	220	101000		
	3448258 12/03/19 case for iPhones	25.49		STREET	1000 430200	220	101000		
	# of Claims	1	Total:	2,176.82					
	Total Electronic Claims	2,176.82	Total Non-Electronic Claims						

12/23/19  
13:18:17

TOWN OF WEST YELLOWSTONE  
Fund Summary for Claims  
For the Accounting Period: 12/19

Page: 2 of 2  
Report ID: AP110

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Fund/Account	Amount
1000 General Fund	
101000 CASH	\$1,652.11
2220 Library	
101000 CASH	\$50.07
5310 Sewer Operating Fund	
101000 CASH	\$432.00
7010 Social Services/Help Fund	
101000 CASH	\$42.64
<b>Total:</b>	<b>\$2,176.82</b>



01/03/20  
12:18:57

TOWN OF WEST YELLOWSTONE  
Claim Approval List  
For the Accounting Period: 1/20

Page: 2 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46510	73 Westmart Building Center	2,076.18					
	01/27/20 Street Buildings	298.18		BULDNG	1000 430200	366	101000
	01/27/20 Street Supplies	926.09		STREET	1000 430200	220	101000
	01/27/20 Stage Maint.	0.00		PARKS	1000 460430	369	101000
	01/27/20 Sewer Supplies	114.51		SEWER	5310 430600	220	101000
	01/27/20 Water Supplies	0.00		WATER	5210 430500	220	101000
	01/27/20 Police Building Supplies	0.00		POLICE	1000 411258	366	101000
	01/27/20 Police Supplies	27.53		POLICE	1000 420100	220	101000
	01/27/20 Court Supplies	0.00		COURT	1000 410360	220	101000
	01/27/20 UPDL	0.00		UPDL	1000 411252	220	101000
	01/27/20 Library Supplies	0.00*		LIBES	2220 460100	220	101000
	01/27/20 Town Hall Bldng Supplies	80.12*		TWNHAL	1000 411250	366	101000
	01/27/20 Town Hall Supplies	109.16		TWNHAL	1000 411250	220	101000
	01/27/20 Blding Dept. supplies	99.99		BLDINS	1000 420531	220	101000
	01/27/20 Povah Ctr. Suuplies	113.46*		POVAH	1000 411255	220	101000
	01/27/20 Parks Grounds	243.54		PARKS	1000 460430	365	101000
	01/27/20 Parks Supplies	14.24		PARKS	1000 460430	220	101000
	01/27/20 Parks Sm. Equip.	0.00		PARKS	1000 460430	212	101000
	01/27/20 Parks Buildings	0.00*		PARKS	1000 460430	366	101000
	01/27/20 Cemetery Supplies	0.00		CEM	2240 430900	220	101000
	01/27/20 Clinic Supplies	0.00		CLINIC	1000 411251	366	101000
	01/27/20 Social Services Supplies	49.36		SOCSRV	1000 450135	220	101000
	01/27/20 Comm. Garden	0.00		CMGARD	2213 460000	220	101000
	01/27/20 Sum Rec Supplies	0.00*		SUMREC	1000 460449	220	101000
	01/27/20 Rec. Dept Supplies	0.00*		REC	1000 460440	220	101000
	01/27/20 Safety Supplies	0.00		SAFETY	1000 430200	229	101000
	01/27/20 Learning Ctr Supplies	0.00		SIEGEL	1000 411254	220	101000
	01/27/20 Recycling	0.00		PARKS	1000 460430	534	101000
	01/27/20 Waste Water Job 2	0.00		SEWER	5320 430640	934	101000
46511	2421 NAPA Auto Parts	4,142.00					
	01/31/20 Napa Supplies	3,980.77		STREET	1000 430200	220	101000
	01/31/20 Water NAPA supplies	81.24		WATER	5210 430500	220	101000
	01/31/20 water Napa supplies	79.99*		SEWER	5210 430600	212	101000
46515	2852 Blackfoot Communications	2,287.12					
	01/15/20 646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	01/15/20 646-5119, police station	40.53		POLICE	1000 420160	345	101000
	01/15/20 646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	01/15/20 646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	01/15/20 646-7311, social services	108.31		SOCSRV	1000 450135	345	101000
	01/15/20 646-7481, povah elevator	40.53		POVAH	1000 411255	345	101000
	01/15/20 646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	01/15/20 646-7609, public works	173.48		PUBSVC	1000 430200	345	101000

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/15/20	646-7650, police station fax	40.53		POLICE	1000 420160	345	101000
	01/15/20	646-7715, povah center	35.60		POVAH	1000 411255	345	101000
	01/15/20	646-7795, town hall	260.69		TWNHAL	1000 411250	345	101000
	01/15/20	646-7845, court clerk	69.54		COURT	1000 410360	345	101000
	01/15/20	646-9017, library	45.60		LIBRAR	2220 460100	345	101000
	01/15/20	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	01/15/20	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	01/15/20	ethernet, povah center	310.00		POVAH	1000 411255	345	101000
	01/15/20	ethernet, police station	350.00		POLICE	1000 411258	345	101000
	01/15/20	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	01/15/20	602-4909, town hall judge	13.36		COURT	1000 410360	345	101000
	01/15/20	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	01/15/20	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4900 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4901 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/15/20	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	01/15/20	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	01/15/20	602-4908 Povah Ctr	1.10		POVAH	1000 411255	345	101000
	01/15/20	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
46516		42 Fall River Electric	9,985.78					
	01/20/20	UPDH 4212041 elec service	717.16		UPDH	1000 411252	341	101000
	01/20/20	POLICE 4212008 elec service	441.29		POLICE	1000 411258	341	101000
	01/20/20	shop 4212018 elec service	440.89		STREET	1000 430200	341	101000
	01/20/20	ANIMAL 4212029 elec serv	172.98		ANIMAL	1000 440600	341	101000
	01/20/20	PARK 4212032 Elec ser	258.12		PARK	1000 411253	341	101000
	01/20/20	PARK, old firehouse 2901001 e	483.14		PARK	1000 411253	341	101000
	01/20/20	CLORINATOR 4212030 elec serv	83.59		WATER	5210 430500	341	101000
	01/20/20	MADADD H2O Tower 4212017	51.98		WATER	5210 430500	341	101000
	01/20/20	RR Well 4212005 elec serv	79.93		WATER	5210 430500	341	101000
	01/20/20	SEWER LIFT STATION 4212006	219.79		SEWER	5310 430600	341	101000
	01/20/20	SEWER PLANT 4212007 elec ser	1,497.61		SEWER	5310 430600	341	101000
	01/20/20	MAD SEWER LIFT 4212014 elec	183.23		SEWER	5310 430600	341	101000
	01/20/20	SEWER TREAT SERV 4212046 ele	2,721.37		SEWER	5310 430600	341	101000
	01/20/20	library 23 dunraven 4212054	136.93		LIBRY	1000 411259	341	101000
	01/20/20	povah comm ctr 4212001	299.18		POVAH	1000 411255	341	101000
	01/20/20	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	01/20/20	Town Hall 4212009	449.88		TWNHAL	1000 411250	341	101000
	01/20/20	Ice Rink 421010	49.24		PARKS	1000 411253	341	101000
	01/20/20	Hayden/Grouse Well 4212015	42.19		WATER	5210 430500	341	101000

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/20/20	Electric Well	4212031	42.60		WATER	5210 430500	341	101000
	01/20/20	S. Iris Well	4212013	163.43		WATER	5210 430500	341	101000
46517		2813 Century Link		1,535.40					
	01/19/20	Police	646-7600	322.51		POLICE	1000 420160	345	101000
	01/19/20	E911 Viper	646-5170	104.24		E911	2850 420750	345	101000
	01/19/20	E911	255-9710	1,000.66		E911	2850 420750	345	101000
	01/19/20	E911	255-9712	24.51		E911	2850 420750	345	101000
	01/19/20	Alarm Lines,	646-5185	83.48		TWNHAL	1000 411250	345	101000
46519		2789 WEX Bank		7,627.24					
	63128031	01/01/20	07 Ford Expedition 6-54563A	58.92*		WATER	5210 430500	231	101000
	63128031	01/01/20	07 Ford Expedition 6-54563A	58.91*		SEWER	5310 430600	231	101000
	63128031	01/01/20	06 Dodge Durango 6-1374	44.99		PUBSER	1000 430200	231	101000
	63128031	01/01/20	17 Dodge Ram #1	184.31		POLICE	1000 420100	231	101000
	63128031	01/01/20	17 Dodge Ram #2	326.96		POLICE	1000 420100	231	101000
	63128031	01/01/20	10 Ford Expedition 6-000046	100.59*		SS	1000 450135	231	101000
	01/01/20	11 Ford Expedition 6-21425A		0.00		POLICE	1000 420100	231	101000
	63128031	01/01/20	310 JD Backhoe	118.89		STREET	1000 430200	231	101000
	01/01/20	77 Int'l Dumptruck		0.00		STREET	1000 430200	231	101000
	63128031	01/01/20	02 Snow Blower	266.63		STREET	1000 430200	231	101000
	01/01/20	02 Freightliner		0.00		STREET	1000 430200	231	101000
	63128031	01/01/20	140 G Grader - 2820	147.85		STREET	1000 430200	231	101000
	63128031	01/01/20	CAT 936 Loader - 2838	177.20		STREET	1000 430200	231	101000
	63128031	01/01/20	91 Ford 6-582	92.01		STREET	1000 430200	231	101000
	01/01/20	15 Sweeper		0.00		STREET	1000 430200	231	101000
	63128031	01/01/20	SS Snow Blower Green	348.55		STREET	1000 430200	231	101000
	01/01/20	14 Water Truck		0.00		STREET	1000 430200	231	101000
	63128031	01/01/20	00 Freightliner Dump 6-6070	147.41		STREET	1000 430200	231	101000
	63128031	01/01/20	2010 JD 772 Grader	1,283.36		POLICE	1000 420100	231	101000
	63128031	01/01/20	02 Freightliner Dump 6-54564	304.70		STREET	1000 430200	231	101000
	63128031	01/01/20	08 Ford Pickup 6-1450	121.35*		SEWER	5310 430600	231	101000
	63128031	01/01/20	08 Ford Pickup 6-1450	121.35*		WATER	5210 430500	231	101000
	63128031	01/01/20	08 GMC Pickup 6-1484	73.54		STREET	1000 430200	231	101000
	63128031	01/01/20	08 CAT938H FE Loader	1,032.88		STREET	1000 430200	231	101000
	63128031	01/01/20	08 904B MiniLoader	193.35		STREET	1000 430200	231	101000
	63128031	01/01/20	01 Freightliner - 9040	369.47		STREET	1000 430200	231	101000
	63128031	01/01/20	01 Freightliner - 9073	460.27		STREET	1000 430200	231	101000
	63128031	01/01/20	08 Ford Escape (multi-use)	31.26*		SEWERD	5310 430600	231	101000
	63128031	01/01/20	08 Ford Escape (multi-use)	31.27*		WATER	5210 430500	231	101000
	63128031	01/01/20	14 Police Interceptor - 4011	224.83		POLICE	1000 420100	231	101000
	63128031	01/01/20	15 Ford F-250	301.26		STREET	1000 430200	231	101000
	63128031	01/01/20	18 Dodge Ram-PW	328.84		STREET	1000 430200	231	101000
	63128031	01/01/20	18 Dodge Ram-Police	261.56		POLICE	1000 420100	231	101000
	63128031	01/01/20	17 JD Tractor	122.68		STREET	1000 430200	231	101000

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	63128031	01/01/20 19 Dodge Durango PD		292.05		POLICE	1000 420100	231	101000
46520		1514 Verizon Wireless		1,515.17					
		20 Smartphones							
		1 regular phone1							
		5 laptops							
	01/20/20	640-0108, Police		8.31		POLICE	1000 420100	345	101000
	01/20/20	640-0121 Laptop		40.01		STREET	1000 420100	345	101000
	01/20/20	640-0141 Street SP		106.38		STREET	1000 430200	345	101000
	01/20/20	640-0159 Street SP		105.66		STREET	1000 430200	345	101000
	01/20/20	640-1103, Operator SP		26.35		STREET	1000 430200	345	101000
	01/20/20	640-1438, SS Director		26.35		SOCSEK	1000 450135	345	101000
	01/20/20	640-1460, Library Dir, SP		26.35		LIBRAR	2220 460100	345	101000
	01/20/20	640-1461, S & W, SP		104.96		WATER	5210 430500	345	101000
	01/20/20	640-1462, Operator, SP		26.35		WATER	5210 430500	345	101000
	01/20/20	640-1463, Deputy PSS, SP		47.81		SEWER	5310 430600	345	101000
	01/20/20	640-1472, Ops Mgr, SP		26.35		ADMIN	1000 410210	345	101000
	01/20/20	640-1676, Rec Coord, SP		47.81		REC	1000 460440	345	101000
	01/20/20	640-1754, COP, SP		77.37		POLICE	1000 420100	345	101000
	01/20/20	640-1755, Police		76.34		POLICE	1000 420100	345	101000
	01/20/20	640-1756, Police		76.34		POLICE	1000 420100	345	101000
	01/20/20	640-1757, Police		76.34		POLICE	1000 420100	345	101000
	01/20/20	640-1758, Police, SP		26.35		POLICE	1000 420100	345	101000
	01/20/20	640-1759, Police		76.34		POLICE	1000 420100	345	101000
	01/20/20	640-7547, Street SP		47.81		PARKS	1000 460430	345	101000
	01/20/20	640-9074, PSS, SP		101.37		SEWER	5310 430600	345	101000
	01/20/20	640-2195 683 laptop		40.01		POLICE	1000 420100	345	101000
	01/20/20	640-2551 COP laptop		40.01		POLICE	1000 420100	345	101000
	01/20/20	641-0184 686 laptop		40.01		POLICE	1000 420100	345	101000
	01/20/20	641.0207 681 laptop		40.01		POLICE	1000 420100	345	101000
	01/20/20	640-2354 Exec Assist		156.37		ADMIN	1000 410210	345	101000
	01/20/20	640-2629 City Judge		47.81		COURT	1000 410360	345	101000
46521		2822 ClearBlu Cleaning Services		3,960.00					
	01/30/20	Town Hall - November 2019		1,000.00		TWNHLL	1000 411250	357	101000
	01/20/20	Library - November 2019		400.00		LIBES	1000 411259	357	101000
	01/30/20	Trailhead Bldng.-November 2019		260.00		TRLHED	1000 411256	350	101000
	01/30/20	Povah - November 2019		450.00		POVAH	1000 411255	350	101000
	01/30/20	Povah addendum-Nov 2019		0.00		POVAH	1000 411255	350	101000
	01/30/20	Chamber Bldng.-November 2019		1,100.00		CHAMB	1000 411257	357	101000
	01/30/20	Park Bathrooms - November 2019		500.00		PARKS	1000 411253	357	101000
	01/30/20	Dispatch Center -November 2019		250.00		POLICE	1000 411258	398	101000

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46523		3242 Fisher's Technology		15.61					
	762929	12/26/19 cannon copier maintenance		15.61		FIN	1000 410510	363	101000
46524		2264 MORNING GLORY COFFEE & TEA		33.75					
	304014	12/20/19 Dispatch coffee		33.75		DISP	1000 420160	220	101000
46525		999999 BRIAN SCOTT LITZ		10.00					
	12/31/19	Exonerated Bond		10.00		COURT	7469 212401		101000
46526		3181 Dog Sled Races of West		5,908.95					
	12.14-12.1	12/31/19 MAP Fund - dog sled Purse		3,600.00		MAP	2101 410130	398	101000
	122719	12/28/19 MAP Fund-dog sled t-shirts		86.85		MAP	2101 410130	398	101000
	12819	12/12/19 MAP Fund dog sled t-shirts		1,022.10		MAP	2101 410130	398	101000
	12/14/19	MAP Fund- Musher Banquet		1,200.00		MAP	2101 410130	398	101000
46527		3247 Auditel, Inc.		269.45					
	twy_vzwl_s_	12/30/19 Auditel Phone Savings plan		269.45		IT	1000 410580	355	101000
46528		3176 Magda Nelson - Local Government		1,922.50					
	g3 01/01/20	AFR Workbook		50.00		FIN	1000 410530	353	101000
	g3 01/01/20	Year-end/AFR consulting		1,872.50		AUDIT	1000 410530	353	101000
46529		3004 Partsmaster		289.82					
	23497937	12/20/19 Equipment/Shop supplies		289.82		PUBWKS	1000 430200	220	101000
46530		2 Forsgren Associates P.A.		15,885.00					
	119446	11/25/19 WWFPS		15,000.00		SEWER	5320 430640	354	101000
	119445	11/25/19 operation support		442.50		WATER	5210 430500	354	101000
	119445	11/25/19 operation support		442.50		SEWER	5310 430600	354	101000
46531		2541 Montana Outdoors		12.00					
This subscription starts with the July-Aug. issue 2020									
		MT outdoors mag. - 7 issues		12.00		LIBRY	2220 460100	215	101000
46532		951 Barnes & Noble		22.00					
	3942795	12/11/19 Leonard Bernstein Letters		22.00		LIBRAR	2220 460100	215	101000
46533		3255 Frosted by Laura Finley		100.00					
	000148	12/28/19 re-test fees for Vely & Jim		100.00		POVAH	1000 411255	350	101000

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46534		3060 ULINE		68.04					
	115393281	12/18/19 Blue Slim Jim Recycle		68.04		TWNHA	1000 411250	220	101000
46535		2800 RDO Equipment Co.		1,282.18					
	P44471	12/30/19 edge		708.12		STREET	1000 430200	220	101000
	P44471	12/30/19 Cutting edge		354.06		STREET	1000 430200	220	101000
	P44471	12/30/19 Ship/Handl		220.00		STREET	1000 430200	220	101000
46536		1031 Murdoch's Ranch & Home Supply		189.99					
	14772	12/20/19 New boots for Tanner		189.99		STREET	1000 430200	226	101000
46537		2894 Brannon & Brannon Psychological		400.00					
		12/19/19 Pre-employment test		400.00		POLICE	1000 420100	351	101000
46538		67 Dept Environmental Quality/Water		70.00					
		12/30/19 Greg Johnson Certification fee		70.00		WATER	5210 430500	380	101000
46539		65 T & E		11,709.73					
	42CS044284	12/20/19 edge		2,277.30		STREET	1000 430200	220	101000
	BLW0019640	12/20/19 repair 936 loader		9,432.43		STREET	1000 430200	369	101000
46540		29 Terrell's Office Machines Inc		190.00					
	INV383430	10/22/19 copier repair		190.00		SOCSVC	1000 450135	363	101000
46541		1249 Montana Department of		1,700.00					
		12/31/19 AFR Filing Fee		1,700.00		AUDIT	1000 410530	353	101000
46542		2514 Kathi Arnado		150.08					
	3931	12/21/19 Stars Program supplies		31.70		HELP	7010 450135	220	101000
	6583 9	12/18/19 Food Bank Supplies		118.38		HELP	7010 450135	220	101000
46543		1566 Montana Security and		61.50					
	61188	12/16/19 quarterly monitoring		61.50		WATER	5210 430500	357	101000
46544		2268 Myslik, Inc.		713.30					
	121719ToWY	12/17/19 Shear Pin snow blowers		713.30		STREET	1000 430200	220	101000
46545		65 T & E		756.42					
	42CS044273	12/13/19 belt - GP-Seat (936 seat b		146.84		STREET	1000 430200	369	101000
	42CS044273	12/13/19 904 loader support ring		237.49		STREET	1000 430200	369	101000
	42CS044273	12/13/19 904 loader harness assembl		372.09		STREET	1000 430200	369	101000

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46546	2925 Daniel Sabolsky 12/23/19 travel expense to Arizona	148.00 148.00		SEWER	5310 430600	370	101000
46547	2992 Lisa Johnson 12/30/19 travel expenses to Arizona	148.00 148.00		SEWER	5310 430600	370	101000
46548	3030 Irma Vazquez 12/23/19 gift cards for GB House compet	60.00 60.00*		REC	1000 460440	220	101000
46549	1079 Assoc. of Montana Troopers 4534 12/16/19 Legislative Guide Books	200.00 200.00		POLICE	1000 420100	220	101000
46550	379 Energy Laboratories, Inc 285955 12/19/19 sewer tests	205.00 205.00		SEWER	5310 430600	357	101000
46551	547 WY Chamber of Commerce airpt2019/ 12/20/19 Airport Campaign	3,500.00 3,500.00		MAPFND	2101 410130	398	101000
46552	2654 Community Health Partners 306822971 12/04/19 drug screening 4 ppl	128.00 128.00		ADMIN	1000 410210	356	101000
46553	3194 Taylor Luther Group, PLLC 1675 Payment up front 1675 11/27/19 charges 6/25/19-11/27/19	3,925.00 -10,000.00 13,925.00		LEGIS LEGIS	1000 410100 1000 410100	356 356	101000 101000
46554	3243 Susan Swimley 9937 12/11/19 Moonrise Letter	185.00 185.00		PLAN	1000 411100	352	101000
46555	2997 The New Yorker 1 yr. subscription	149.99 149.99		LIBRAR	2220 460100	215	101000
46556	2745 bon appetit 12/30/19 bon appetit magazine - 1 yr	20.00 20.00		LIBRAR	2220 460100	215	101000
46557	2558 Hebgen Basin Fire District 120718B 12/16/19 First Aid/CPR class for 5 ppl	83.70 83.70		PERSNN	1000 410800	380	101000
46558	3226 Peggy Russell 12/30/19 water billining corres. 12/16/19 Admin postage 10/03/19 Court Postage 08/30/19 Social Services 08/05/19 Fin.Admin	35.17 18.90 4.80 2.60 5.37 3.50		WATER ADMN COURT SOCSVC FINANC	5210 430570 1000 410210 1000 410360 1000 450135 1000 410510	311 311 311 311 311	101000 101000 101000 101000 101000

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46559		3169 Anderson Zurmuehlen & Co., P.C.		11,000.00					
	382885	12/23/19 Audit services		10,000.00		AUDIT	1000 410530	353	101000
	382885	12/23/19 Additional fees		1,000.00		FINADM	1000 410510	356	101000
46560		3177 Richard L. Gibson		97.18					
	01/02/19	milieage to training		97.18		COURT	1000 410360	370	101000
46561		2903 Kerry Parker		97.18					
	01/02/19	mileage to training		97.18		COURT	1000 410360	370	101000
46562		23 Greg Johnson		116.00					
	777-0020	01/02/20 Reimburse CDL Med. Exam		58.00		WATER	5210 430500	357	101000
	777-0020	01/02/20 Reimburse CDL Med. Exam		58.00		SEWER	5310 430600	357	101000
46563		1085 JD Speciality Services		2,435.65					
	3454	01/02/20 Dump Truck bed repair		2,435.65		STREET	1000 430200	369	101000
46564		40 Jerry's Enterprises		312.06					
	11/30/19	Diesel for SnowBlower		318.43		STREET	1000 430200	231	101000
	12/28/19	Credit		-6.37		STREET	1000 430200	231	101000
		# of Claims	57	Total:	162,617.00				



WEST YELLOWSTONE TOWN COUNCIL  
**Town Council Meeting**  
**December 10, 2019**

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

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

The meeting is called to order by Mayor Brad Schmier 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.

**ACTION TAKEN**

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- 1) Motion carried to approve Purchase Order #6855 to Billion Dodge to purchase a 2019 Dodge 5500 flat bed truck for \$48,020.00. (Johnson, Martineau)
- 2) Motion carried to accept the Treasurers and Securities Reports. (Johnson, Forsythe)
- 3) Motion carried to approve the claims, which total \$121,975.70. (Forsythe, Martineau) Forsythe abstains from claim #46406 to Westmart Building Center for \$2643.11.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes from the November 26, 2019 Town Council Meeting, with the correction that Chris Burke was not present at the meeting. (Martineau, Forsythe)
- 5) Motion carried to appoint Greg Forsythe to fill the vacancy on the Town Council created by the resignation of Chris Burke for the remainder of his term, through 12/31/2021. (Martineau, Johnson) Forsythe abstains.
- 6) Motion carried to approve the Encroachment Applications and Outside Amplification Permit for the Christmas Stroll, December 14, 2019. (Forsythe, Martineau)
- 7) Motion carried to approve the Outside Amplification Permit for the Kids n Snow Events on 12/14/19, 1/11/20, 2/1/20, 3/7/20. (Martineau, Forsythe)

**Public Comment Period:** Marysue Costello, Executive Director of the West Yellowstone Chamber of Commerce thanks the Town for its support during the upcoming winter events including Kids n Snow and the Christmas Stroll.

**Council Comments:** Council Member Pierre Martineau reports that the cooking class that is being offered by the Recreation Department has been a huge success and they had 29 people attend last week.

Brad Schmier expresses appreciation for all the support over the last year. He says that if it turns out that way, he would accept the position of Mayor for another year. Greg Forsythe expresses appreciation to Pierre Martineau for his contribution and devotion to the community and he has enjoyed serving on the Council with him. Jerry Johnson says that Yellowstone National Park opens on the 15<sup>th</sup> and the oversnow vehicles will start traveling. Johnson says that he observed the "Stuff the Truck" event, sponsored by Fall River to benefit the food bank, appeared to be very successful this week. He also mentions that Gibson Bailey, long-term resident and former council member, passed away unexpectedly this week. He will be missed and his family is struggling to cope with several issues.

- A) **Town Manager & Department Head Reports:** Town Manager Dan Sabolsky reports that he did go on vacation for a week and then came down with the flu. He has spent a considerable amount of time trying to close out the Well #4 project including final change orders and payment. They have sent the water rights information off to Fish, Wildlife & Parks and anticipate finishing the project completely and have the well online this summer.

**Public Services** Superintendent James Patterson reports on preparing the ice rink for Kids n Snow events, the snow hill in the city park is up and the lights are working. They are busy already plowing snow and he is still looking for temporary part-time drivers to help when they haul snow. **Social Services** Director Kathi Arnado reports on the Christmas Star Program, which serves about 30 families in the community. The Hunters for Hunger program provided 1500 pounds of meat for the food bank this week. They will also accept another truckload of food this week. **Finance** Director Lanie Gospodarek reports on preparing for the annual audit, which is scheduled for next week, and the annual financial report. Chief of **Police** Scott Newell reports on dealing with cars on the streets for snow removal, extradition of a fugitive to Florida, and the commencement of the federal trial of Gibson Bailey in Missoula tomorrow. **Water & Wastewater** Superintendent Greg Johnson reports of fire hydrant maintenance and repairs, operator training for Ben Westphal, and he uncovered the last commercial building permit issued by Don Buettner before he passed.

- 5) Mayor Schmier explains that due to personal issues, Chris Burke has resigned from the Town Council. Schmier explains that according to the Charter and Policy #41, the appointment to fill the seat shall be offered to the individual that had the next highest number of votes in the election. That individual is Greg Forsythe. Schmier asks Forsythe if he will accept the appointment and he indicates that he will.

The meeting is adjourned. (7:45 PM)

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Mayor

ATTEST:

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Town Clerk

WEST YELLOWSTONE TOWN COUNCIL  
**Special Town Council Meeting**  
**December 20, 2019**

COUNCIL MEMBERS PRESENT: Greg Forsythe, Jerry Johnson, Pierre Martineau

OTHERS PRESENT: Town Manager Dan Sabolsky

The meeting is called to order by Deputy Mayor Greg Johnson at 1:00 PM in the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, MT.

**ACTION TAKEN**

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- 1) Motion carried to pay the claims, which total \$234,011.11. (Johnson, Martineau)

**DISCUSSION**

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- 1) Forsythe says he is in favor of paying the claims, but he will comment at the next meeting about the claims.

The meeting is adjourned. (1:05 PM)

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Deputy Mayor Greg Forsythe

ATTEST:

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Town Clerk

**Town of West Yellowstone  
Marketing and Promotion Fund Advisory Board (MAPFAB)  
Recommendation to Town Council for Award Approval**

Event or Project Applicant: W. Yell. C of C Snowmobile Events Comm.  
Event or Project Name: Snow Shoot 2021 (Held in 2020)  
Date Submitted: 11.15.19 Original App; 12.12.19 Revised funding request  
Date Approved by MAPFAB: 12.12.19 Revised funding request  
Requested Funding Amount: \$16,500 Original App; \$21,500 Revised funding request  
Approved Funding Amount: \$21,500 Revised funding request

Comments: We're recommending approval of the \$21,500 revised funding request  
\$ 3,500 Reception (Original request: \$3500)  
\$ 1,000 Marketing (Original request: \$2000)  
\$10,000 Media office/lunch trailer (Original request: \$8000)  
\$ 7,000 C of C main office trailer (Original request: \$3000)

Recommendation submitted by: John M. Greve, MAPFAB Secretary

- This MAP Fund Award Recommendation is approved by the Town Council
- This MAP Fund Award Recommendation is not approved by the Town Council

Date: \_\_\_\_\_

Comments:

Copy 1 – Town Clerk  
Copy 2 – Town Council  
Copy 3 – MAP Fund Advisory Board

## REVISION 12/12/19

### Original Request Summary in application:

#### The requested \$16,500 in MAP funding would be used for the following:

- **\$3500.00 to assist in hosting one “Casino Style Meet and Greet” casual reception** required as part of our hosting location responsibilities. The OEM’s are committed to the balance of the cost of this reception. Attendance is approximately 140 attendees. The reception is hosted as a welcome mixer amongst attendees by our community for the manufactures and media the night before attendees starts their working schedule the following day.
- **\$ 2000.00 for media marketing tools.** This includes but not limited to Media packets and USB drives about West Yellowstone, Welcome banners at event site, posters at Media Room trailer and receptions, local information of activities, restaurants, trail grooming schedules and other local services etc. etc.
- **\$ 8000.00 financial support toward Media Center Lunch trailer.** This trailer is used for media home away from home office to charge their equipment, warm-up, take a break, avalanche training, and shared with all attendees for daily lunches. This does not include tables and chairs to seat 70 in rotation for lunches, power and Wi-Fi. Actual cost for SLC rental and transportation 12 X 56’ \$ 8,000.
- **\$ 3000.00 toward Main Event Office and “Go To” or Command Center location.** Office hosts attendee registration, provides information of the community, trails, and daily announcements. Staff serves as security onto the secured event site housing the new OEM product, dispenses and tracks fuel usage daily for the snowmobiles being ridden. Quick responder location for all event needs, ie snow plowing, grooming, Actual cost for SLC rental and transportation 8 X 24’ \$6819.00.

**We will only use funding for or toward the actual cost.**

## REVISION 12/11/19:

Due to last minute (12/11/19) office trailer final cost quotes, options, and availability we have revised our event needs and financial request for event

**Summary request: \$ 21,500.00 (\$ 5,000.00 increase of original request)**

\$ 3,500.00 toward Reception - Same

\$ 1,000.00 Marketing materials (balance shared TBID, COC, COCSE) - Reduced

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Coordinator cannot wait any longer to commit to large Media unit to ensure delivery.

## REVISION 12/12/19

### Original Request Summary in application:

#### The requested \$16,500 in MAP funding would be used for the following:

- **\$3500.00 to assist in hosting one “Casino Style Meet and Greet” casual reception** required as part of our hosting location responsibilities. The OEM’s are committed to the balance of the cost of this reception. Attendance is approximately 140 attendees. The reception is hosted as a welcome mixer amongst attendees by our community for the manufactures and media the night before attendees starts their working schedule the following day.
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# Marketing and Promotions Advisory Board

NAME	CURRENT TERM	LENGTH
Jerry Johnson, Chair/TC	2019, 2020, 2021	3 years
Janna Turner	2019, 2020, 2021	3 years
Gloria Evans	2018, 2019, 2020	3 year
Marysue Costello (Chamber)	2018, 2019, 2020	3 year
Steve Larson	2018, 2019, 2020	3 years
Kim Howell	2017, 2018, 2019	3 years
John Greve, Secretary	2017, 2018, 2019	3 years

Official terms began 1/1/08 as decided by the board at its first meeting 10/22/07. Term length is three years, but in order to provide for staggered terms, some initial appointments were for only one or two years.

According to Resolution No. 515, composition of the board shall include one sitting member of the Town Council or the Town Council's designee, one member of the WY Chamber of Commerce Marketing Committee, and one member from the business community who does not belong to the Chamber of Commerce.

Updated 1/31/19 er



## APPLICATION FOR BOARDS AND COMMITTEES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell/Other): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Are you a resident of West Yellowstone? \_\_\_\_\_ Length of residency in West Yellowstone: \_\_\_\_\_

Board or Committee you are applying for: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Have you previously served on a County or City board? \_\_\_\_\_

If so, which board, and for how long? \_\_\_\_\_

Past Memberships and Associations: \_\_\_\_\_

Current Memberships and Associations: \_\_\_\_\_

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: \_\_\_\_\_

What are your primary objectives for serving on this board? \_\_\_\_\_

References (Individual or Organization):

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). Thank you in advance for your interest.*

## Elizabeth Roos

---

**From:** kimberly howell <bozemandq@gmail.com>  
**Sent:** Wednesday, January 1, 2020 10:15 AM  
**To:** Elizabeth Roos  
**Subject:** Reappointment to MAP fund

Liz

I am requesting that the board reappointment for the Map fund board. Have enjoyed being a part of the MAP fund board for two years and would appreciate the opportunity to continue to serve the community. Thank you.

--

Kimberly Howell  
Dairy Queen franchisee  
And  
Mountain Mama's Cafe  
Po box 506  
West Yellowstone, MT  
59758

Appointed  
1-21-14 TC  
AK



Received  
1-14-14  
AK

APPLICATION FOR BOARDS AND COMMITTEES

Name Kim Howell Date Jan 10 2014

Address 99 Fishing Lane

City West Yellowstone State MT Zip 59758

Phone (Home): 406 9026 (Work): \_\_\_\_\_ (Cell/Other): 406 461 1024

E-Mail Address: bozemandg@GMAIL.COM

Are you a resident of West Yellowstone? YES Length of residency in West Yellowstone: 8 years

Board or Committee you are applying for: M.A.P Fund

Occupation: business owner

Employer: SELF

Have you previously served on a County or City board? Yes

If so, which board, and for how long? PID - 4 years Planning board - 1 year

~~Past Memberships and Associations:~~ Chamber member 8 years - Chamber Board member 2 years.

Current Memberships and Associations: I am a member of the Montana Snowmobile Association, Montana Nurses Association, West Yellowstone Chamber

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I am a business owner in the downtown area. I have much love for West Yellowstone and hope to see it continue to be a successful, beautiful town people want to →

What are your primary objectives for serving on this board? I would like to serve the community of West Yellowstone Marketing & Promotion Fund by offering ideas and knowledge to the current board members and community.

References (Individual or Organization):

James Patterson Phone: \_\_\_\_\_

BRAD Schmiel Phone: \_\_\_\_\_

Greg Forsyth Phone: \_\_\_\_\_

Signature: Kim Howell Date: Jan 14 2014

Please return this application to the Town Offices at 10 S Faithful, West Yellowstone, Montana. An interview may be required if deemed necessary. Thank you in advance for your interest.

\* Reappointed to 2nd term for 2017, 2018, 2019

# West Yellowstone Planning Board

NAME	DATE APPOINTED	TERM EXPIRES
1. Randy Wakefield PO Box 1762, 516 Grouse Avenue C: (406) 640-1208 W: (208) 652-7112 <a href="mailto:randy.wakefield@fallriverelectric.com">randy.wakefield@fallriverelectric.com</a>	5/14/18	6/1/19
2. Rob Klatt PO Box 215, 518 Carnelian Court C: (406) 580-2002 W: (406) 646-9523 <a href="mailto:wbroker@gmail.com">wbroker@gmail.com</a>	9/5/18 7/2/19	6/1/19 7/1/21
3. John Costello PO Box 548, 617 Apollinaris Avenue H: (406) 646-7844 C: (406) 640-1413 <a href="mailto:jcostello@wyellowstone.com">jcostello@wyellowstone.com</a>	5/14/18	6/1/20
4. Teri Gibson PO Box 8, 508 Cascade H: (406) 646-1139 C: (530) 906-2174 <a href="mailto:teri.gibson@syix.com">teri.gibson@syix.com</a>	5/14/18	6/1/20
5. County Designee Chipper Smith 175 Grayling Canyon Road West Yellowstone, MT 59758 C: (406) 220-7778 <a href="mailto:GCRCHIP@Yahoo.com">GCRCHIP@Yahoo.com</a>	6/5/18 6/7/16 5/20/14	6/20/20 6/7/18 5/20/16
6. James Patterson, PW Supt PO Box 1570 O: (406) 646-7609 C: (406) 640-9074 <a href="mailto:jpatterson@townofwestyellowstone.com">jpatterson@townofwestyellowstone.com</a>		Concurrent with Employment and Council Appointment
7. Chris Burke, Town Council Member PO Box 1506 C: (406) 646-7061 <a href="mailto:cburke@townofwestyellowstone.com">cburke@townofwestyellowstone.com</a>		Concurrent with TC Term Appointed 1/2/18

## **Chapter 12.28**

### **Article I. ADMINISTRATION--GENERAL PROVISIONS**

#### **12.28.010 Established.**

The Town of West Yellowstone established a cemetery for the burial of the human dead to be known as the Fir Ridge Cemetery, and control thereof is assumed by the Town, and the same shall be governed, managed and controlled as provided by this Chapter. (Ord. 76 §1, 1978)

#### **12.28.020 Boundaries.**

The Fir Ridge Cemetery shall be composed of that certain tract or tracts of land lying north of the Town now owned, controlled and used by the Town for the burial of the human dead, together with such other tracts of land as the Town may hereafter acquire. [A plat of the tract being attached to this Chapter and by this reference made an integral part of the ordinance in this Chapter.] (Ord. 76 §2, 1978)

#### **12.28.040 Deposits for ornamentation.**

Any person may deposit funds with the Finance Department any sum not less than one dollar for the purpose of being used and expended by the Board of Trustees or the Town in and about the care or ornamentation of the cemetery. (Ord. 76 §14, 1978)

#### **12.28.050 Finance Department--Duties--Accounts.**

It shall be the duty of the Finance Department to receive moneys payable to the cemetery, from whatever sources derived.

#### **12.28.060 Cemetery Superintendent--Duties--Burial register.**

It is the duty of the Cemetery Superintendent and Town Clerk to keep a register and make out burial permits. The register and the burial permits shall indicate the date of each interment in the cemetery, the lot and block in which such interment is made, and when they can obtain the same, the name, age, sex, and time and place of death of the person interred. (Ord. 76 §4, 1978)

#### **12.28.070 Cemetery Superintendent—Activity Report.**

It shall be the duty of the Cemetery Superintendent or Town Clerk, at any regular meeting of the Board, to make a report to the Board of Trustees of the number of all interments or disinterments made in the cemetery during the time for which such report is made, and this report shall be recorded in the minutes of the meeting. (Ord. 76 §5, 1978)

**12.28.080 Purchase of lots--Application.**

Whenever any person shall desire to purchase any lot in the Town cemetery, they shall make application to the Town Clerk, who shall, without fee or charge, deliver to such person a copy of the application stating the lot and block and that the person named in the application will be entitled to a conveyance of such lot upon payment of the designated value of the lot within thirty (30) days from the date of such application to the Town Clerk. The Town Clerk shall transmit such funds to the Finance Department. (Ord. 76 §6, 1978)

**12.28.090 Purchase of lots--Receipts.**

Upon receipt of payment of the designated value of the cemetery lot stated in the application, the Town Clerk shall issue a receipt in duplicate. One copy of the receipt shall be retained, and the other copy shall be delivered to the person presenting such application. All collected funds shall be transmitted to the Finance Department. The Town Clerk shall within thirty (30) days from the date of the above-named receipt, present a conveyance describing the grave, lot, and block. The Town Clerk shall execute the same and mail to the person named on the conveyance. A separate record shall be kept on all conveyances executed stating the purchaser's name, the grave lot and block and the amount paid for the same. (Ord. 76 §7, 1978)

**Article II. FUNDS**

**12.28.100 Cemetery fund.**

All moneys received from the sale of lots in the cemetery and all moneys received from all other sources in any manner connected with such cemetery or cemetery property, or from taxes levied for cemetery purposes, shall be transmitted to the Finance Department, and shall constitute a fund to be known as the Cemetery Fund. Additional funds can also be appropriated from the Town's general fund for cemetery purposes. The Cemetery Fund shall not, nor any part thereof, be loaned to any other fund of the Town, nor used or appropriated to any purpose whenever, other than in and about the care, management and improvement of the cemetery and cemetery property of the Town. (Ord. 76 §8, 1978)

**12.28.110 Perpetual Care fund--Created.**

In addition to the regular cemetery fund, there is created a fund which shall be known as the Perpetual Care fund. (Ord. 76 §9, 1978)

**12.28.120 Perpetual Care fund--Use of monies.**

A. The money in the Perpetual Care fund, or monies received from investments of the Perpetual Care fund, shall be used for the care, maintenance and expansion of the Town cemetery, and then only after

all other monies in the regular cemetery fund are exhausted, and only when, in the opinion of the Board of Trustees it shall be necessary to so use the monies.

B. Funds placed in the Perpetual Care fund shall not, nor shall any part thereof, be loaned to any other fund of the Town, nor used or appropriated to any purpose whatever other than for cemetery purposes, and then only as the Board of Trustees shall direct. (Ord. 76 §10, 1978)

**12.28.130 Perpetual care fund--Deposits.**

The Perpetual Care fund shall be made up of all monies deposited in the fund by the Finance Department, and the Board of Trustees are authorized to direct the Finance Department, from time to time, to deposit in the Perpetual Care fund such funds as shall remain in the regular cemetery fund over and above the current needs of the Board in the operation of the cemetery. (Ord. 76 §11, 1978)

**12.28.140 Perpetual Care fund--Investments.**

The Town shall have the full right and privilege, with the consent of the Board of Trustees, to invest monies for the Perpetual Care fund, in any solvent financial institution operating in the county where the Town is located. (Ord. 76 §12, 1978)

**12.28.150 Accounts of cemetery funds.**

It shall be the duty of the Finance Department of the Town of West Yellowstone to keep an accurate account of the funds of the cemetery, crediting them with all monies received and charging them with all payments made on their account. (Ord. 76 §13, 1978)

**Article III. RULES AND REGULATIONS**

**12.28.160 Generally.**

The rules and regulations in this Article are established for the Town of West Yellowstone's Cemetery. (Ord. 76 §16(part), 1978)

**12.28.170 Purpose of cemetery.**

The grounds of the Town Cemetery are devoted to the interment of the human dead, and a strict observance of the decorum which should characterize such a place will be required. All lots are held as burial places for the human dead and for no other purpose, and the entire cemetery, excluding roadways shall be left in a natural condition. (Ord. 76 §16(1), 1978)

**12.28.180 Hours.**

The hours of visitations and burials shall be from sunrise to sunset. There may be limited access to the cemetery during the winter months. (Ord. 76 §16(2), 1978)

**12.28.190 Roadway regulations.**

A. The following shall be allowed on the cemetery grounds: horses, snowmobiles, cross-country skiers, ATVs/UTVs and off-road motorcycles shall be on established roadways.

B. All vehicles including street legal motorcycles must not be driven at a speed exceeding ten (10) miles per hour. (Ord. 76 §16(3, 4), 1978)

**12.28.200 Dogs at large.**

No unleashed dogs will be allowed within the cemetery grounds. (Ord. 137 §7(part), 1989; Ord. 76 §16(5), 1978)

**12.28.210 Alcoholic Beverages.**

No consumption of alcoholic beverages of any kind will be allowed within the cemetery. (Ord. 76 §16(6), 1978)

**12.28.220 Firearms.**

Possession or discharge of firearms will not be permitted except at military funerals or approved events. (Ord. 76 §16(7), 1978)

**12.28.230 Employee gratuities prohibited.**

Town employees and attendants of the cemetery are not permitted to receive gratuities from visitors. (Ord. 76 §16(8), 1978)

**12.28.240 Damaging property.**

All persons are prohibited from disturbing or damaging graves or gravesites, including any flowers, vegetation, or ornaments.

**12.28.250 Expulsion from grounds.**

The Cemetery Superintendent or designated Town employee may expel or refuse the admission into the grounds of persons who may violate any of the rules of the cemetery.

**12.28.260 Right of entry.**

The Board of Trustees or the Town shall have the right to enter in or upon any lot and make such improvements as they may deem for the best advantages of the cemetery. Lot owners shall not change the grade of lots or interfere in any way with the general plan of the cemetery. (Ord. 76 §12, 1978)

**12.28.270 Ornamentation, decoration and shrubbery.**

A. No tree or shrub within the border of any lot or lots shall be planted, removed or destroyed without the consent of the Town. The Board or Town shall have the right at any time to enter upon any lot and cut

down or remove any such tree, shrub, or parts thereof, as they may deem detrimental to the grounds, unsightly or inconvenient to the public or to the adjacent lots.

B. After the first frost, flowers and plants that have become deteriorated will be removed.

C. Due to breakage, the use of glass jars or glass vases are prohibited. Flower boxes shall also be prohibited.

D. Floral designs or other decorations will be removed from lots as soon as they become wilted or unsightly.

E. Artificial decorations will be permitted, but shall be removed within seven (7) days of placement in the cemetery. (Ord. 76 §16(13--17), 1978)

**12.28.280 Monuments.**

A. In keeping with the natural surroundings and environment, all monuments shall not exceed the ground level in height. No above ground vaults, crypts, or mausoleums shall be allowed.

B. Before any monument, headstone, or marker is set or erected at the Fir Ridge Cemetery, a permit shall be secured from the Town Clerk for a fee as determined by resolution of the Town Council. Separate permits shall be secured for each monument, headstone or marker to be erected. Before any work commences on placement of said monument, headstone or marker, the permit must be presented for review and approval by an authorized representative of the Town government. Site location of said monument, headstone or marker must be approved and verified before placement by the Cemetery Superintendent. Cemetery personnel must be given a period of at least forty-eight (48) hours in which to verify and mark the location of the monument, headstone or marker at the Fir Ridge Cemetery.

C. All monuments, headstones or markers shall be properly encased in a six (6) inch concrete ring so that the dimensions of the finished size of the monument are as follows: Each monument, headstone or marker shall not exceed a maximum of three (3) feet in length by thirty (30) inches in width per lot; provided, however, that no more than two (2) adjoining lots may be represented by one monument, headstone or marker not exceeding in size six (6) feet long by thirty (30) inches wide; provided, further, that in cases provided for in Section 12.28.300(G), monuments, headstones or markers may be up to fifty-four (54) inches long and thirty (30) inches wide. The head of the north/south aligned lots shall be at the north end. Monuments, headstones or markers will be placed so that a person reading the monument, headstone or marker is facing north. The head of all east/west aligned lots shall be at the west end. Monuments, headstones or markers shall be placed so that a person reading the monument, headstone or marker is facing west; except that in blocks 28 through 32 of the east/west aligned lots, monuments,

headstones or markers shall be placed so that a person reading the monument, headstone or marker is facing east. Only one monument, headstone or marker will be permitted on an owner's lot and such monument, headstone or marker shall be placed at the head of the lot and centered as nearly as practicable. (Ord. 157 (part), 1993; Ord. 104 §1, 1984; Ord. 76 §16(18, 19, 20), 1978)

**12.28.300 Arrangements for interments.**

- A. Arrangements for an interment shall be made at least forty-eight (48) hours in advance of the time set for the funeral service, otherwise the management cannot guarantee to have the grave ready for burial. In all cases, the box or vault to enclose the casket, with specifications of its exact size, must be sent to the Town Clerk at least forty-eight (48) hours prior to interment. The time for the funeral must be so arranged that the grave may be properly filled and all surplus ground removed.
- B. No interments will be permitted on Sunday or on any legal holiday as determined by the Town.
- C. The law requires a burial transit permit if the deceased has crossed state lines or is not a resident of Montana in order to be interred. This permit must be presented to the Cemetery Superintendent before interment or for the deposit of ashes of cremated bodies.
- D. The purchase price of the grave being used and the cost of preparing the grave for burial must be paid in advance to the Town Clerk. Directions for all interments will be forwarded to the Cemetery Superintendent by the Town Clerk.
- E. Plot owners shall not allow interments to be made in their lots for remuneration.
- F. All interments and disinterments shall be made only by authorized representatives of the Town, and all graves must be dug four (4) feet deep, except as otherwise permitted in this Chapter.
- G. No double burials will be allowed, nor two in the same grave, except in the case of a mother and infant child, two infants or two members of an immediate family when one body has been cremated.
- H. The Town and Board of Trustees may designate particular lots or blocks in the cemetery for the exclusive interment of cremated remains. Lots and blocks so designated may contain the cremated remains of either one person or two immediate family members, but shall have only one monument, headstone, or marker in accordance with Section 12.28.280.
- I. No disinterments shall be made except by permission granted by the Town, based on a request from the lot owner, the next of kin of the deceased, or a Court Order.

J. Ashes of cremated bodies shall be placed in suitable containers and buried not less than two (2) feet deep. (Ord. 217 §1, 2005; Ord. 76 §16(22), 1978)

#### **Article IV. BOARD OF TRUSTEES**

##### **12.28.310 Established--Composition--Term--Oath--Vacancy.**

A. There is created and established a Board of Trustees of the Fir Ridge Cemetery composed of the Mayor and four (4) other persons to be appointed by the Mayor and confirmed by the Town Council. The four (4) appointed members shall reside in School District No. 69.

B. The term of office of each Trustee of the Board shall be two (2) years, except that the members first appointed, two (2) shall be appointed for a period of one year and two (2) for a period of two years, their term commencing May 1st of the year in which they are appointed.

C. If any vacancy occurs in the Board of Trustees at any time, such vacancy shall be filled by appointment by the Mayor with the confirmation of the Town Council, and such other person appointed to fill a vacancy shall hold office for the unexpired term. (Ord. 157 (part), 1993; Ord. 76 §17, 1978)

##### **12.28.320 Removal from office.**

The Town Council may at any time by a vote of not less than two-thirds of all members of the Council remove from office any member of the Cemetery Board. (Ord. 76 §18, 1978)

##### **12.28.330 Election of officers--Quorum.**

The Board of Trustees of the cemetery shall organize on the second Monday in May, of each year, by electing one of their members , other than the Mayor, as president, vice president, and secretary, and such officers shall hold office for one (1) year and until their successors are elected and shall qualify.

Three (3) members of the Board of Trustees shall constitute a quorum for the transaction of business at any special or regularly called meeting. (Ord. 76 §19, 1978)

##### **12.28.340 Meetings--Special meetings--Notice.**

A. The Cemetery Board shall hold meetings at such times as it shall by resolution or otherwise appoint.

B. Special meetings may be called by the president and must be called upon the written request of three (3) or more members of the Board of Trustees.

C. Notice of all special meetings must be served personally upon each and every member of the Board, or by written notice, which could be an e-mail, from the president or secretary, directed to each member at least forty-eight (48) hours prior to any special meeting. Any special meeting of the Cemetery Board,

organized when the required number of members are present and participate in the business transacted, shall be a legal meeting of the Board.

D. The Board may adopt such rules to govern its deliberations and the manner of transacting its business as it shall be determined upon; and may amend, change or repeal the same in such manner as it may determine.

E. As directed by Montana Law, all meetings shall be open to the public. (Ord. 76 §16(20), 1978)

**12.28.350 Management of cemetery grounds--Records--Appointments.**

A. The Board of Trustees of the Cemetery, subject to the control of the Town Council, shall have the full charge, control, custody, management, and supervision of the cemetery grounds and places of burial that are now or may hereafter be in any manner owned, held or controlled by the Town. Also, of all property, real, personal, and mixed which is now or may hereafter in any manner be used, occupied or possessed in connection with any such cemetery grounds or places of burial. Also, of all books, plats, records, and other papers to any such property in any manner belonging, appertaining or used in connection therewith.

B. The Board shall have power to make, subject to the approval of Town Council, such rules and regulations for the care, management, preservation and improvements of such cemetery grounds, places of burial and property as they may deem necessary and proper, and to enforce the same.

C. According to Town Policies and Collective Bargaining Agreements, Town also has the right to appoint a Cemetery Superintendent with the approval of the Board, and such other employees as they may deem necessary, and to prescribe their duties. The Cemetery Superintendent may also designate and fix, subject to the approval of the Town Council, and in conformance with any Town policies and collective bargaining agreements, the compensation of all persons so employed. (Ord. 76 §16(21), 1978)

**12.28.360 Review of claims.**

The Finance Department shall review all claims against the Fir Ridge Cemetery, and such claims when allowed by the Board of Trustees, shall be given to the Town Council for appropriate action. (Ord. 76 §16(22), 1978)

**12.28.370 Records open to public.**

The books and papers of the Board of Trustees of the cemetery and of the secretary thereof, shall at all times be open to the examination of the Town Council, or any of its committees or any person for that purpose appointed by the Town Council. (Ord. 76 §16(23), 1978)

**12.28.380 Secretary of the board--Record of meetings.**

It shall be the duty of the secretary, under the direction of the Board, to keep minutes in which shall be made a full and complete record of all proceedings of such Board, and they shall also perform such other duties as may be required of them by the Board. (Ord. 76 §16(24), 1978)

**12.28.390 Secretary of the board--Record of cemetery lots.**

The Town Clerk shall keep for each cemetery owned, held or controlled by the Town, a separate record under the proper designated name of each such cemetery, in which record they shall enter in the proper order a description by its number of every lot in the cemetery. And whenever a conveyance of any lot shall be executed, they shall enter descriptions of the lot conveyed, the name of the grantee, the date of conveyance and amount paid for each lot. (Ord. 76 §16(29), 1978)

**12.28.400 Annual financial statement.**

The Board of Trustees, during their May meeting, shall make a report to the Council of the proceedings of the Board for the previous year, and of the conditions of and in the cemetery, and of cemetery property in the charge of the Board, and shall also make, and at any time may make, such recommendations as they may deem proper. (Ord. 76 §16(25), 1978)

**12.28.410 Proposed fiscal budget.**

In consultation with the Board of Trustees, the Finance Department shall, in accordance with the budget laws, report to the Town Council an estimate of the receipts and the funds required by the Board for use in and about the care and management of the Fir Ridge Cemetery, and other cemetery property, if any, for the ensuing year. (Ord. 76 §16(26), 1978)

**12.28.420 Contracts.**

The Board shall not enter into any contract involving the expenditure of any sum of money greater than one thousand dollars (\$1000.00) without first having submitted such proposed contract to the Town Manager and obtained their approval thereof. (Ord. 76 §16(27), 1978)

**12.28.430 Report of lot values and conveyances.**

A. The Town Clerk shall annually, after November 1st and before January 1st of each year, submit to the Town Council, for approval, a report of all unsold lots in the Town Cemetery, and when so approved by the Town Council, any person may purchase any lot at the price designated by Council resolution at that time. This report shall also be distributed to the Board for review.

B. All conveyances of any of such lots shall be executed and acknowledged by the Town Manager and attested by the Town Clerk; provided that no lot in the cemetery shall be conveyed until the designated value thereof is paid to the Town and deposited into the Cemetery Fund by the Finance Department.

C. All conveyances of the cemetery lots shall have the following restrictions placed on the conveyance:

This conveyance is subject to the following restrictive covenant. The land and subject of this conveyance shall not be sold by the grantee or grantees named herein to any person, firm, or corporation, other than the Town of West Yellowstone. In the event the grantee or grantees named herein desire to sell the land the subject of this conveyance then and in that event they shall notify the Cemetery Board, who shall purchase same, at the then market value at the time of the purchase as determined by the Cemetery Board in accordance with Ordinance No. 76 of the Town of West Yellowstone.

\_(Ord. 76 §16(28), 1978)

**12.28.440 File of permits for burials and disinterments.**

The Town Clerk shall keep a numerical file of a copy of all the permits issued for burials and disinterments. (Ord. 76 §16(30), 1978)

**12.28.450 Treasurer designated--Duties.**

A. The Finance Director of the Town shall be ex-officio treasurer of the Board of Trustees of the Fir Ridge Cemetery.

B. The Finance Director shall receive all funds which may be appropriated to, or in any manner come into control or possession of, the Board. They shall pay all orders drawn on by the Board, or by the Town, and all such orders shall be signed by the president, the secretary, or by the Cemetery Superintendent. (Ord. 76 §16(31, 32), 1978)

## **PLOT PURCHASE INFORMATION**

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- ▶ The cost of the plot is \$\_\_\_\_\_. \$50.00 of this amount is placed into the Perpetual Care Fund.
- ▶ The Town of West Yellowstone will provide the opening and closing services for burials. A fee of \$\_\_\_\_\_ will be charged for this service.
- ▶ A minimum for forty-eight (48) hours' notice is required for all burials. Funeral Homes are required to notify the Town of the date and time of the burial. Grave locates will not be done on weekends or holidays. The Town will conduct all burials and is available for services on Saturdays.
- ▶ A minimum of twenty-four (24) hours' notice is required for monument placement. Monuments shall be placed in accordance with the Town Municipal Code (10.28.280.) Families, funeral homes, and monument companies must be aware of these requirements.
- ▶ Above-ground ornamentation and vertical monuments are not allowed in the cemetery (Municipal Code 10.28.270.) Due to the remote location, the potential for vandalism, and with the requirement that the cemetery be maintained in a natural state, these kinds of decorations are not allowed. Decorations that do not comply with the Town regulations will be removed and the family will be notified.
  - 12.28.270 Ornamentation, decoration and shrubbery.
    - A. No tree or shrub within the border of any lot or lots shall be planted, removed or destroyed without the consent of the Board of Trustees, and the Board shall have the right at any time to enter upon any lot and cut down or remove any such tree, shrub, or parts thereof, as they may deem detrimental to the grounds, unsightly or inconvenient to the public or to the adjacent lots or avenues.
    - B. Flowers and plants that have become deteriorated will be removed.
    - C. The use of glass jars or glass vases are prohibited, due to the breakage. Flower boxes shall be prohibited.
    - D. Flower designs or other decorations will be removed from lots as soon as the flowers become wilted or unsightly.
    - E. Artificial decorations will be permitted, but shall be removed within seven (7) days of placement in the cemetery.
- ▶ Visitation to the cemetery after dark is not allowed. Pets should be restricted to the road and parking areas unless they are service animals.
- ▶ Because the cemetery is left in its natural state, the planting of non-native plants or trees is not allowed. Plants considered noxious weeds by the State of Montana may not be used as decorations in the cemetery. Any non-native species found by Town staff will be removed. The cemetery has no water for irrigation. Anyone with further questions should contact the Cemetery Superintendent for guidance.
- ▶ The Fir Ridge Cemetery was once part of the surrounding National Forest. The ground is uneven and in some cases gravesites may be in the trees or on gentle slopes. Please take these conditions into consideration when visiting the cemetery.

## FIR RIDGE CEMETERY POLICY

This policy outlines the responsibilities of staff members for the sale of cemetery plots, guidance for staff regarding locating and marking gravesites and monuments, interments, and on-going maintenance.

### **SALE OF PLOTS:**

- Plots will be sold by the Town Office and transactions will be conducted in accordance with procedures established by the Town and Board of Trustees.
- The Town will provide the purchaser of a plot with an informational handout that details procedures for burials and all other documents that accompany a plot sale.
- The Town must inform the purchaser that a minimum of forty-eight (48) hours' notice is required for locating plots and a minimum of twenty-four (24) hours' notice is required for monument placement in accordance with Municipal Code Ordinance 12.28.280 and 12.28.300. A fee will be required for monument locating.
- The Town shall inform purchasers for the requirements regarding the actual size of the monument and acknowledge that although there are non-compliant monuments in place, all new placements must adhere to current cemetery regulations in accordance with Municipal Code Ordinance 12.28.280.

### **LOCATING PLOTS:**

- Plots will be located by a member of the Town Public Services Department. Every effort will be made to properly locate the correct block and lot. Plots will be measured by a string, rope, or chain mounted between the block pins of the block to be used and the adjacent blocks. The plots shall be six (6) feet by ten (10) feet and must be accurately measured. A survey stake shall be placed at the corners of the plot.
- When measuring for a monument placement, repeat the procedure above, placing an additional stake at the centerline of the plot where the monument is to be placed. If the monument is for two burials, place the centerline stake at the common boundary of the two adjoining lots.
- Plots containing cremains will be similarly measured. Plots containing cremains are one standard sized plot divided into thirds. Cremains are to be buried a minimum of two (2) feet deep with a minimum coverage of one (1) foot above the top of the urn. A monument will be placed directly over the buried cremains. Two sets of cremains are allowed in a plot if they fit within the plot.
- If cremains are to be placed in a standard plot, the top third is designated for the monument and the middle and lower thirds are designated for the cremains placement. Only two sets of cremains will be allowed on a conventional plot.
- After marking the burial plot, the entire block shall be trimmed down in the summer or snow cleared in the winter.

- The Town must be notified of the final location of all interments to preserve the integrity and accuracy of records. Moving a burial to another plot due to unforeseen conditions found during excavation must be done only after consultation with the Town and the family of the deceased.

#### **INTERMENTS:**

- All burials will occur after the graveside service is completed. No graves will be open prior to the service. This is the usual and customary procedure of burials in West Yellowstone based on historical events. (Time-wise, doing burials in this manner actually takes less time.) It is acknowledged that some faiths prefer to dedicate the burial site during the graveside service. Exceptions will be allowed after the Cemetery Superintendent has consulted with the Cemetery Board. Exemptions may include religious or other ceremonial requirements of the family of the deceased. It should be explained to the mortuary the procedure outlined above is the preferred method of the Town.
- Interments will be overseen by a member of the Town. There shall be no exceptions to this requirement. This insures that the burial occurs in the proper place and to make decisions that may arise during the process of opening a grave. Preferably, two staff members and appropriate equipment will be staged at or near the cemetery prior to the arrival of the procession. Staff should assist members of the procession with parking. A United States flag shall be raised during all burials.
- Graves are to be a minimum five (5) feet deep. The distance from the surface to the bottom of the opening will be measured with a tape measure or laser measuring device. Once the proper depth is obtained, a worker and shovel will be lowered into the grave so that the bottom may be properly squared and leveled. This will be done to prevent premature collapse of the grave during backfilling. For safety, there shall be a second worker on the surface while the first completes the squaring and leveling in the grave.
- All openings and closings of graves will be done by Town staff. A reasonable effort will be made to ensure soil removed from the gravesite will be kept in close proximity to the grave. Caution will be taken to assure piled soil will not collapse into the grave or pose a hazard to a worker during the burial. Keeping soil near the gravesite assists in filling in the grave the following year after settling.
- When a burial is complete, the new grave should be raked and smoothed and any flowers left placed over the grave.

#### **INSPECTION AND MAINTENANCE:**

- Periodic inspections should be made to assess any settling of the soil and rake over any additional material as necessary. This may need to happen more than once.
- Periodic inspections at the cemetery shall be made a minimum of twice a month throughout the summer months. The Cemetery Superintendent or their designee shall inspect the cemetery in the spring as soon as the snow melt is sufficient to assess the condition of the cemetery. Every reasonable effort shall be made to have the cemetery accessible to visitation by Memorial Day. Throughout the summer and fall months, periodic inspections will identify maintenance that

needs to be addressed. This will include removal of hazards, repair of damage, and removal of weathered decorations.

- Decorations that do not comply with the Town ordinances or administrative policies should be removed and an effort made to contact the next of kin to inform them of the removal.
- Town ordinance requires the cemetery to be maintained in natural manner. Steps may be taken to mitigate weeds (particularly noxious weeds) at the cemetery upon the direction of the Cemetery Board and the Cemetery Superintendent.

## IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

### Elevated Fluoride Levels Detected at Town of West Yellowstone

This is an alert about your drinking water and a cosmetic dental problem that might affect children under nine years of age. At low levels, fluoride can help prevent cavities, but children drinking water containing more than 2 milligrams per liter (mg/L) of fluoride may develop cosmetic discoloration of their permanent teeth (dental fluorosis). The drinking water provided by your community water system has a fluoride concentration average of 2.3 mg/L for Whiskey Springs and 3.3 mg/L for the Railroad Well. (Whiskey Springs is the Town's primary water source. The Railroad Well is an occasionally used backup source.)

Dental fluorosis in its moderate or severe forms may result in a brown staining and/or pitting of the permanent teeth. This problem occurs only in developing teeth, before they erupt from the gums. Children under nine should be provided with alternative sources of drinking water or water that has been treated to remove the fluoride to avoid the possibility of staining and pitting of their permanent teeth. You may also want to contact your dentist about proper use by young children of fluoride-containing products. Older children and adults may safely drink the water.

Drinking water containing more than the Maximum Contaminant Level (MCL) of 4 mg/L of fluoride can increase your risk of developing bone disease. Your drinking water does not contain more than 4 mg/L of fluoride, but we're required to notify you when we discover that the fluoride levels in your drinking water exceed 2 mg/L because of this cosmetic dental problem.

For more information, please contact Greg Johnson at (406) 640-1462. Some home water treatment units are also available to remove fluoride from drinking water. To learn more about available home water treatment units, you may call NSF International at 1-877-NSF-HELP.

*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.*

**This notice is being sent to you by Town of West Yellowstone, Water & Wastewater Superintendent, Greg Johnson. (406) 640-1462 or [gjohnson@townofwestyellowstone.com](mailto:gjohnson@townofwestyellowstone.com). Public Water System ID#: MT0003136**

Date Distributed: 12/31/2019

Signed Copy sent to DEQ/PWS Date: 12/23/2019