

Town of West Yellowstone

Tuesday, March 17, 2020

West Yellowstone Town Hall, 440 Yellowstone Avenue

TOWN COUNCIL WORK SESSION

6:00 PM

Town Council Goals	Discussion/Action ∞
New Water Tank, Environmental Impact Statement, Town Engineer Dave Noel	Discussion/Action

TOWN COUNCIL MEETING

7:00 PM

(or immediately following the conclusion of the work session)

Pledge of Allegiance

Comment Period

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

Purchase Orders #6898 to Sabol & Rice, blower replacement, \$9500 ∞

Treasurer's Report & Securities Report ∞

Claims ∞

Consent Agenda: **Minutes of the March 3, 2020 Town Council Meeting** ∞

Business License Applications

Advisory Board Report(s)

Town Manager & Department Head Reports

- Swearing in of Officer Leonel Sosa

NEW BUSINESS

Marketing and Promotions Fund Award Recommendation	Discussion/Action ∞
▪ Music in the Park, 2020 Series, \$15,000	
West Yellowstone Foundation Lease for Office and Bus Garage	Discussion/Action ∞
Ordinance No. 270, Fir Ridge Cemetery, WYMC 12.28 Revisions, 2nd Reading	Discussion/Action ∞
Resolution No. 740, Fir Ridge Cemetery Fee Schedule	Discussion/Action ∞
Policy #39, Fir Ridge Cemetery Policy	Discussion/Action ∞
Correspondence/Meeting Reminders/FYI	

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



Policy No. 16 (Abbreviated)

Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

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Table 7 – Capital Improvement Plan Summary

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
1	FY 20	ADA Accessibility Ramps at Dunraven, Electric, Faithful & Hayden and Other Sidewalk Maintenance	\$1,430,000	\$80,000	RT Transfer 2100 (\$60,000) Gas Tax Fund 2820 (\$20,000)	2820-430262-365
2	FY 20	Streetlight Project: 2017 \$100K, 2018 \$200K, 2019 \$100K; 2020 \$100K Accumulated balance in fund 4000: \$500,000	TBD	\$100,000	RT Transfer 2100	4000-430263-937
3	FY 20	Old Town Sewer Line Improvements – Annual Funding: 2018 \$100K; 2019 \$100K; 2020 \$100K Accumulated Balance in fund 5320: \$300,000	\$10,000,000	\$100,000	Sewer Fund 5310 transfer to Sewer Capital Fund 5320	5310-521000-820
4	FY 20	Annual Set-aside 80-acre Sewer Infrastructure 2019 \$300K; 2020\$300K Accumulated balance in fund 5320: \$600,000	\$10,000,000	\$300,000	Sewer Fund 5310 transfer to Sewer Capital Fund 5320	5310-521000-820
5	FY 20	Lighted Trail from Grizzly Ave. to Yellowstone Ave.: 2018 \$24K; 2019 \$26K; 2020 \$20K Accumulated balance in fund 4000: \$80,000	\$100,000	\$20,000	RT Transfer 2100	4000-460430-938
6	FY 20	Annual Historic District Projects – UPDL Roof \$65,200 Parking Lot at CHP; \$6,028 Dishwasher; \$200,000 Roof Balance of Transfer (\$169,615) Accumulated balance in fund 4000: \$271,230	\$271,230	\$101,615	RT Transfer 2100	4000-460460-920
7	FY 20	Volleyball Court in Pioneer Park	\$5,000	\$5,000	Donation	2212-460000-936

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
8	FY 20	Install Four (4) Light Poles at Pioneer Park Balance of Transfer (\$15,580) Accumulated balance in fund 4000: \$31,160	\$31,160	\$15,580	RT Transfer 2100	4000-460430-938
9	FY 20	Well, Well Building with Generator & Waterline. Construction-in-Progress (\$508,289 spent)	\$650,000	\$141,711	Water Capital Fund 5220	5220-430530-939
10	FY 20	Sewer Line Installation on Electric Street	\$50,000	\$50,000	Sewer Fund 5310	5310-430630-937
11	FY 20	Replace Public Services 2008 Ford ¾ ton Pick-up Balance of Transfer (\$40,000) Accumulated balance in fund 4000: \$40,000	\$55,000	\$0 \$7,500 \$7,500	RT Transfer 2100 Water Fund 5210 Sewer Fund 5310	4000-460430-944 5210-430500-944 5310-430600-944
12	FY 20	Pioneer Park Improvements VB Equipment (Spent \$6,124) Balance of Transfer (\$13,876) Accumulated balance in fund 4000: \$30,000	\$30,000	\$16,124	RT Transfer 2100	4000-460430-936
13	FY 20	Povah Center Improvements: Exterior Paint Project. WYF 10K Grant money (\$3,879 spent on floor) Balance of Transfer (\$6,121) Accumulated balance in fund 4000: \$8,000	\$8,000	\$6,121 \$1,879	Donation RT Transfer	4000-460432-920 4000-460432-920

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
14	FY 20	Ice Rink – Concrete Extension Balance of Transfer (\$45,000) Accumulated balance in fund 4000: \$70,000	\$70,000	\$25,000	RT Transfer 2100	4000-460432-936
15	FY 20	New Radio System – 2 nd of 6 set-asides 2019 \$10K; 2020 \$10K Accumulated balance in fund 4000: \$20,000	\$120,000	\$10,000	RT Transfer 2100	4000-420110-945
16	FY 20	Casting Pond Repairs & Improvements Balance of Transfer (\$15,000) Accumulated balance in fund 4000: \$20,000	\$70,000	\$5,000	RT Transfer 2100 Donation \$50,000	4000-460460-930
17	FY 20	Irrigation System for Pioneer Park Construction-in-progress (\$6,264 spent) Balance of Transfer (\$9,736) Accumulated balance in fund 4000: \$9,736	\$16,000	\$0	RT Transfer 2100	4000-460430-904
18	FY 20	Police/Dispatch Center Upgrade Project – Construction-in-progress (\$15,430 spent)	\$20,000	\$4,570	RT Transfer 2100	1000-411258-920
19	FY 20	Remodel Town Hall for Exec. Assistant	\$10,000	\$5,000	RT Transfer 2100	1000-411250-920
20	FY 20	2 Air Pumps for Sewer Lagoon; (\$10,000 each)	\$20,000	\$20,000	Sewer Fund 5310	5310-430630-941
21	FY 20	Short Term Sewer Project Construction-in-progress (\$117,109 spent)	\$547,000	\$429,891	Sewer Cap. Fund 5320	5320-430640-934
22	FY 20	Police Vehicle – Replace 2011 Expedition	\$55,000	\$55,000	RT Transfer 2100	4000-420110-944
23	FY 20	Plow Attachment for Loader	\$23,500	\$23,500	Sewer Fund 5310	5310-430600-940

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
24	FY 20	Restroom w/ Drinking Fountain at Tennis Courts	\$75,000	\$75,000	RT Transfer 2100	4000-460430-920
25	FY 20	New Lighting for Town Buildings	\$100,000	\$100,000	RT Transfer 2100	4000-431350-920
26	FY 20	Air Conditioner/Heaters: Dispatch Squad Room Museum	\$10,000 \$10,000 \$13,000	\$10,000 \$10,000 \$13,000	General Fund General Fund RT Transfer	2850-420750-947 1000-411258-949 4000-460460-949
27	FY 20	Police Generator Building Structure Cover	\$6,000	\$6,000	General Fund	1000-411258-937
28	FY 20	Ice Rink Boards for Entire Surface	\$77,000	\$77,000	RT Transfer	4000-460430-936
29	FY 20	Hydrant by New Well	\$12,000	\$12,000	Water Fund 5210	5210-430550-937
30	FY 20	Replace or Service Existing Equipment	\$40,000	\$40,000	Sewer Fund 5310	5310-430600-937
31	FY 21	Pickle Ball Court	\$80,000	\$0	RT Transfer	4000-460430-936
32	FY 21	Construct Equipment Storage Barn	\$70,000	\$0	RT Transfer	4000-430200-920
33	FY 21	Synthetic Surface at Playground	\$ TBD	\$0	RT Transfer	4000-460430-936
34	FY 21	Additional Accessibility Ramp at UPDH	\$7,500	\$0	RT Transfer	4000-460460-920
35	FY 21	Engineering for Interior Park Paving Project Construction in Progress (\$4,200 spent)	\$20,000	\$0	RT Transfer 2100	2820-430243-931
36	FY 21	New Railroad Well Building w/New Pump	\$150,000	\$0	Water Fund 5210	5210-430530-920 5210-430530-941
37	FY 21	Replace Public Services 2008 GMC ¾ ton Pickup Truck	\$55,000	\$0	RT Transfer 2100	4000-430200-944
38	FY 21	Replace 936 Loader.	\$150,000	\$0	RT Transfer 2100 Sewer Fund 5310	4060 5320

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
39	FY 21	Climbing Wall in Pioneer Park	\$50,000	\$0	RT Transfer Fund Raising	4000 4000
40	FY 21	Engineering & Other Studies to Relocate Public Services Shop	\$30,000	\$0	RT Transfer 2100	4000-430200-929
41	FY 21	Build an Additional Million-gallon Water Tank	\$1,500,000	\$0	Water Fund 5210 Outside Financing	5210
42	FY 21	Install Street Lights on South Canyon and/or Lights on Electric Street	TBD	\$0	RT Transfer 2100	4000-430263-938
43	FY 21	Skateboard Park Facilities	\$35,000	\$0	RT Transfer 2100	4000-460432-936
44	FY 21	Repave Town Streets – Annual Funding: 2012 \$195K; 2013 \$125K; 2014 \$125K; 2015 \$125K; 2016 \$125K; 2017 \$125K; 2018 \$125K; 2019 \$125K; 2020 \$0 <i>Accum. balance in fund 4075: \$1,070,000</i>	\$4,300,000	\$0	RT Transfer 2100 To Street Construction 4075	2100-521000-825
45	FY 21	Surface the Frontier Trail – 2016 \$10K; 2017 \$10K; 2018 \$10k; 2019 \$30K; 2020 \$0 <i>Accumulated balance in fund 4000: \$60,000</i>	\$400,000	\$0	RT Transfer 2100	4000-460430-930
46	FY 22	Interior Park Parking Lot (1 st of 8) (This cost represents ½ of a full interior park)	\$95,000	\$0	Gas Tax Fund 2820	2820-430200-931
47	FY 21	Dunbar Park – Pathway Improvements, Irrigation System, Grass	\$12,500	\$0	RT Transfer 2100	4000-460430-937
48	FY 21	Summer Recreation Vehicle (Passenger Van)	\$55,000	\$0	RT Transfer 2100	4000-410210-944
49	FY 22	Sewer Lagoon Fence	\$80,000	\$0	Sewer Fund 5310	5310-430600-937

Summary Number	Purchase Date	Project Name	Cost	Current Fiscal Year Allocation	Funding Sources	Fund Number
50	FY 22	Interior Park Parking Lot (2 nd of 8) (This cost represents ½ of a full interior park)	\$100,000	\$0	Gas Tax Fund 2820	2820-430200-931
51	FY 22	Madison Add. Pump Installation Project – Construction-in-progress (\$2,967 spent)	\$28,500	\$0	Sewer Fund 5310	5310-430630-941
52	FY 22	Iris Street Park Project	\$50,000	\$0	RT Transfer 2100	4000-460430-937
53	FY 22	Fountain in Pioneer Park	\$150,000	\$0	Donation	4000-460432-937
54	FY 22	Summer Rec. Building/Warming Hut	\$300,000	\$0	RT Transfer 2100	4000-460430-936
55	FY 22	Splash Park	TBD	\$0	RT Transfer 2100	4000-460430-936
56	FY 22	Re-Surface Tennis Courts	TBD	\$0	RT Transfer 2100	4000-460430
57	FY 22	Re-Face Old Firehouse	\$54,400	\$0	RT Transfer 2100	4000-460430-930
58	FY 22	Walk-In Freezer for Social Services	\$35,000	\$0	RT Transfer 2100	4000-450135-949
59	FY 23	Interior Park Parking Lot (3rd of 8) (This cost represents ½ of a full interior park)	\$110,000	\$0	Gas Tax Fund 2820	2820-430200-931
60	FY 23	Back-up Pump for Mad. Add. Lift Station	\$70,000	\$0	Sewer Fund 5310	5310-430630-941
61	FY 24	Interior Park Parking Lot (4th of 8) (This cost represents ½ of a full interior park)	\$120,000	\$0	Gas Tax Fund 2820	2820-430200-931
62	TBD	Pave Obsidian St. between Geyser and Faithful Streets	TBD	\$0	Gas Tax Fund 2820	2820-430200-931
63	TBD	Install Elevator in Town Hall	\$125,000	\$0	RT Transfer 2100	4000-411240-930
64	TBD	Parkway Paving Project – Phase II	\$1,100,000	\$0	Gas Tax 2820 RT Transfer 2100	2820
65	TBD	Relocation of Public Services Shop	TBD	\$0	TBD	TBD
66	TBD	Rehabilitate Aeration Ponds	\$150,000	\$0	Sewer Fund 5310	5310

8.14.19

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

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

info@townofwestyellowstone.com

PURCHASE ORDER

Date 3/10/2020

Ship Via

Order No. 006898

Department Sewer

TO: Sabol & Rice

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Replace Blower on #2 Blower System

Estimated Cost \$ 9500⁰⁰

Authorized By _____

Requested By: Greg Johnson

VENDOR COPY - White OFFICE COPY - Canary

Treasurer's Report
2/2020

03/10/20
09:48:38

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 2/20

Page: 1 of 3
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General Fund						
101000 CASH	78,971.20	377,856.02	226.01	0.00	454,734.85	2,318.38
101100 Investments - CD's	727,762.23	2,227.24	0.00	0.00	0.00	729,989.47
101300 Investments - Money Market	14,475.94	2.77	0.00	0.00	0.00	14,478.71
101500 Investment-STIP	1,187,849.95	1,853.97	0.00	243,000.00	0.00	946,703.92
103000 Petty Cash	50.00	0.00	0.00	0.00	0.00	50.00
103100 Town Office	50.00	0.00	0.00	0.00	0.00	50.00
103200 Petty Cash/WY Police Dept	50.00	0.00	0.00	0.00	0.00	50.00
Total Fund	2,009,209.32	381,940.00	226.01	243,000.00	454,734.85	1,693,640.48
2100 Local Option Taxation-Resort Tax						
101000 CASH	105,755.05	319,439.92	0.00	234,637.87	151,422.26	39,134.84
101300 Investments - Money Market	16,152.11	3.09	0.00	0.00	0.00	16,155.20
101500 Investment-STIP	204,871.54	43,000.00	0.00	24,638.00	0.00	223,233.54
102215 STIP Investment-Rev Bond	124,917.64	24,804.29	0.00	0.00	0.00	149,721.93
102225 STIP Reserve Acct Town Hall 10%	148,081.88	197.12	0.00	0.00	0.00	148,279.00
Total Fund	599,778.22	387,444.42	0.00	259,275.87	151,422.26	576,524.51
2101 Marketing & Promotions (MAP)						
101000 CASH	39,859.11	7,842.12	4,377.00	0.00	12,387.90	39,690.33
101300 Investments - Money Market	13,987.11	2.67	0.00	0.00	0.00	13,989.78
101500 Investment-STIP	151,512.23	261.69	0.00	0.00	0.00	151,713.92
Total Fund	205,358.45	8,046.48	4,377.00	0.00	12,387.90	205,394.03
2104 Additional 1%						
101000 CASH	0.00	65,036.95	0.00	0.00	0.00	65,036.95
2111 Off Street Parking						
101000 CASH	19,046.89	2.46	0.00	0.00	0.00	19,049.35
101500 Investment-STIP	114,751.63	152.75	0.00	0.00	0.00	114,904.38
Total Fund	133,798.52	155.21	0.00	0.00	0.00	133,953.73
2210 Parks & Recreation						
101000 CASH	1,300.00	0.00	0.00	0.00	350.00	950.00
2211 Parks/Rec Donations - Teen Center						
101000 CASH	1,587.90	0.21	0.00	0.00	0.00	1,588.11
2212 Parks - Volleyball Court						
101000 CASH	5,147.60	0.66	0.00	0.00	0.00	5,148.26
2214 Rec. Program Scholarships						
101000 CASH	5,024.75	0.65	0.00	0.00	0.00	5,025.40
2229 Library						
101000 CASH	56,779.47	872.66	0.00	0.00	17,317.87	40,334.26
102130 Donations	674.04	0.00	0.00	674.04	0.00	0.00
Total Fund	57,453.51	872.66	0.00	674.04	17,317.87	40,334.26
2240 Cemetery						
101000 CASH	2,459.92	0.32	0.00	0.00	0.00	2,460.24
101500 Investment-STIP	10,622.02	14.14	0.00	0.00	0.00	10,636.16
Total Fund	13,081.94	14.46	0.00	0.00	0.00	13,096.40
2392 CDBG-Local Source						
101000 CASH	10,205.32	1.32	0.00	0.00	0.00	10,206.64
101300 Investments - Money Market	40,340.47	7.72	0.00	0.00	0.00	40,348.19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101500 Investment-STIP	40,980.44	54.55	0.00	0.00	0.00	41,034.99
Total Fund	91,526.23	63.59				91,589.82
2701 Cemetery Perpetual Care (7050)						
101000 CASH	5,502.46	0.71	0.00	0.00	0.00	5,503.17
101500 Investment-STIP	38,259.31	50.93	0.00	0.00	0.00	38,310.24
Total Fund	43,761.77	51.64				43,813.41
2820 Gas Tax Apportionment						
101000 CASH	49,320.73	2,458.21	0.00	0.00	0.00	51,778.94
101300 Investments - Money Market	10,138.53	1.94	0.00	0.00	0.00	10,140.47
101500 Investment-STIP	132.79	0.18	0.00	0.00	0.00	132.97
Total Fund	59,592.05	2,460.33				62,052.38
2821 Gas Tax BARGAA Funds						
101000 CASH	1,863.22	0.24	0.00	0.00	0.00	1,863.46
2850 911 Emergency						
101000 CASH	63,261.07	33,321.21	0.00	50,000.00	1,127.57	45,454.71
101300 Investments - Money Market	174.82	0.03	0.00	0.00	0.00	174.85
101500 Investment-STIP	35.88	50,000.05	0.00	0.00	0.00	50,035.93
Total Fund	63,471.77	83,321.29		50,000.00	1,127.57	95,665.49
2917 Crime Victims Assistance						
101000 CASH	6,454.93	0.00	0.00	0.00	0.00	6,454.93
3050 GO Bond						
101000 CASH	157,601.60	814.56	0.00	0.00	55,629.55	102,786.61
101300 Investments - Money Market	25,336.19	4.85	0.00	0.00	0.00	25,341.04
101500 Investment-STIP	156,029.62	207.70	0.00	0.00	0.00	156,237.32
Total Fund	338,967.41	1,027.11			55,629.55	284,364.97
4000 Capital Projects/Equipment						
101000 CASH	17,877.49	3,000.01	0.00	0.00	20,768.91	108.59
101300 Investments - Money Market	10,037.59	1.92	0.00	0.00	0.00	10,039.51
101500 Investment-STIP	877,514.33	1,168.13	0.00	3,000.00	0.00	875,682.46
Total Fund	905,429.41	4,170.06		3,000.00	20,768.91	885,830.56
4060 Public Works Equipment Replacement						
101000 CASH	365.42	0.05	0.00	0.00	0.00	365.47
101300 Investments - Money Market	21.07	0.00	0.00	0.00	0.00	21.07
101500 Investment-STIP	253.52	0.34	0.00	0.00	0.00	253.86
Total Fund	640.01	0.39				640.40
4070 Parkway Construction/Mtn						
101300 Investments - Money Market	0.34	0.00	0.00	0.00	0.00	0.34
101500 Investment-STIP	7,250.27	9.65	0.00	0.00	0.00	7,259.92
Total Fund	7,250.61	9.65				7,260.26
4075 Street Construction /Maintenance						
101000 CASH	30,802.09	3.59	0.00	3,000.00	0.00	27,805.68
101300 Investments - Money Market	20,077.63	3.84	0.00	0.00	0.00	20,081.47
101500 Investment-STIP	1,073,260.78	4,428.70	0.00	0.00	0.00	1,077,689.48
Total Fund	1,124,140.50	4,436.13		3,000.00		1,125,576.63
5210 Water Operating Fund						
101000 CASH	72,102.84	29,688.15	0.00	52,782.50	14,167.84	34,840.65

TOWN OF WEST YELLOWSTONE
Cash Report
For the Accounting Period: 2/20

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101300 Investments - Money Market	0.38	0.06	0.00	0.00	0.00	0.44
101500 Investment-STIP	100,276.72	50,133.49	0.00	0.00	0.00	150,410.21
102245 Replacement & Depreciation Ent.	44,816.31	59.66	0.00	0.00	0.00	44,875.97
Total Fund	217,196.25	79,881.36		52,782.50	14,167.84	230,127.27
5220 Water Replacement Depreciation Fund						
101000 CASH	8,860.05	2,403.06	0.00	0.00	11,263.11	0.00
101300 Investments - Money Market	272.22	0.00	0.00	272.22	0.00	0.00
Total Fund	9,132.27	2,403.06		272.22	11,263.11	0.00
5310 Sewer Operating Fund						
101000 CASH	126,922.72	53,290.01	1,893.54	100,651.60	13,664.84	67,789.83
101300 Investments - Money Market	23,247.24	4.45	0.00	0.00	0.00	23,251.69
101500 Investment-STIP	729,246.21	100,970.76	0.00	0.00	0.00	830,216.97
101510 Mad Add Construction-STIP	64,418.03	85.75	0.00	0.00	0.00	64,503.78
102245 Replacement & Depreciation Ent.	138,364.32	184.19	0.00	0.00	0.00	138,548.51
Total Fund	1,082,198.52	154,535.16	1,893.54	100,651.60	13,664.84	1,124,310.78
5320 Sewer Replacement Depreciation Fund						
101000 CASH	71,695.90	7.32	0.00	0.00	15,000.00	56,703.22
101300 Investments - Money Market	31,503.55	6.03	0.00	0.00	0.00	31,509.58
101500 Investment-STIP	698,226.19	929.47	0.00	0.00	0.00	699,155.66
Total Fund	801,425.64	942.82			15,000.00	787,368.46
7010 Social Services/Help Fund						
101000 CASH	42,457.93	1,295.51	0.00	208.30	837.79	42,707.35
101300 Investments - Money Market	10,272.41	1.96	0.00	0.00	0.00	10,274.37
101500 Investment-STIP	21,183.51	28.20	0.00	0.00	0.00	21,211.71
102130 Donations	0.00	208.33	0.00	0.00	0.00	208.33
Total Fund	73,913.85	1,534.00		208.30	837.79	74,401.76
7195 Court Collections Trust Acct						
101000 CASH	8,296.49	0.00	0.00	0.00	0.00	8,296.49
7202 TBID Agency Fund						
101000 CASH	9,780.75	13,030.90	0.00	390.87	7,693.07	14,727.71
7458 Court Surcharge HB176						
101000 CASH	170.00	70.00	0.00	0.00	0.00	240.00
7467 MT Law Enforcement Academy (MLEA)						
101000 CASH	170.00	80.00	0.00	0.00	0.00	250.00
7469 City Court - Judge Gibson						
101000 CASH	11,700.00	4,915.00	0.00	1,855.00	165.00	14,595.00
7699 Victims Assistance Program						
101000 CASH	63.00	83.00	0.00	0.00	0.00	146.00
7910 Payroll Fund						
101000 CASH	50,610.25	0.00	219,264.75	213,400.67	0.00	56,474.33
7930 Claims Fund						
101000 CASH	16,437.95	0.00	550,769.26	529,333.03	0.00	37,874.18
Totals	7,955,933.09	1,196,527.43	776,530.56	1,457,844.10	776,530.56	7,694,616.42

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Glacier Bancorp, Inc.
49 Commons Loop
Kalispell, MT 59901
(406) 756-4200

REPURCHASE AGREEMENT CONFIRMATION

March 12, 2020

TOWN OF WEST YELLOWSTONE
PO BOX 1570
WEST YELLOWSTONE MT 59758

As principal, we confirm the following balance under your master repurchase agreement on file. This confirmation supersedes all prior dated confirmations. If this confirmation is not in accordance with your records, please contact your account officer immediately.

Customer Number	Trade Number	Settlement Date	Principal Balance	Maturity Date	Current Rate
xxxxxxxxxxx2900	684	03/12/2020	807,176.92	03/13/2020	0.2500%

The following security is sold under agreement to repurchase:

Security Description	CUSIP Number	Coupon Rate	Maturity Date	Par Value	Market Value	% Of Security
FEDERAL NAT MTG A	31418DFJ6	3.000%	09/01/2034	881,000	831,773.34	3.524%

Funds held pursuant to the repurchase agreement are not deposits and are not insured by the FDIC

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46720		1089 Gallatin County Treasurer		636.00					
	Jan 2020	03/10/20 Tech surcharge		170.00		COURT	7458 212200		101000
	Jan 2020	03/10/20 MLEA		170.00		COURT	7467 212200		101000
	Jan 2020	03/10/20 Public Defender		0.00		COURT	7468 212200		101000
	Jan 2020	03/10/20 Victims Assistance		63.00		COURT	7699 212200		101000
	Feb 2020	03/10/20 Tech surcharge		70.00		COURT	7458 212200		101000
	Feb 2020	03/10/20 MLEA		80.00		COURT	7467 212200		101000
	Feb 2020	03/10/20 Victims Assistance		83.00		COURT	7699 212200		101000
46721		2088 Town West Yellowstone		565.38					
	03/01/20	utility chrgs, Chamber, 895		46.45		BLDGS	1000 411257 340		101000
	03/01/20	utility chrgs, UPDL, 892		76.65		BLDGS	1000 411252 340		101000
	03/01/20	utility chrgs, PS Shops, 884		35.35		BLDGS	1000 411253 340		101000
	03/01/20	utility chrgs. Povah Ctr, 887		69.62		BLDGS	1000 411255 340		101000
	03/01/20	utility chrgs, Police Dept, 886		45.33		BLDGS	1000 411258 340		101000
	03/01/20	utility chrgs, City Park, 885		110.13		BLDGS	1000 411253 340		101000
	03/01/20	utility chrgs, Library, 891		35.70		LIBBLD	1000 411259 340		101000
	03/01/20	utility chrgs, Lift #1, 903		15.28		SEWER	5310 430600 340		101000
	03/01/20	utility chrgs, Twn Hall, 921		130.87		TWNHAL	1000 411250 340		101000
46722		95 Energy West-Montana		2,991.30					
	02/27/20	nat gas 210361788 updl		222.63		UPDH	1000 411252 344		101000
	02/27/20	nat gas 210360293 Police		30.37		POLBLD	1000 411258 344		101000
	02/27/20	nat gas 210361746 Pub Services		607.96		STREET	1000 430200 344		101000
	02/27/20	nat gas 210361811 old firehall		226.58		PARK	1000 460430 344		101000
	02/27/20	nat gas 210363966 old bld ins		122.31		STREET	1000 430200 344		101000
	02/27/20	nat gas 210360540 library		378.84		LIBBLD	1000 411259 344		101000
	02/27/20	nat gas 210364599 Povah		714.29		POVAH	1000 411255 344		101000
	02/27/20	nat gas 210361697 Iris Lift St		34.48		PUBSVC	1000 430200 344		101000
	02/27/20	nat gas 210365425 Twn Hall		622.11		TWNHAL	1000 411250 344		101000
	02/27/20	nat gas 210361655 Mad Add Sewe		31.73		SEWER	5310 430600 344		101000
46723		2853 Two Seasons Recycling		500.00					
	2020804	02/29/20 monthly recycling		500.00		PARKS	1000 460430 534		101000
46725		2546 Century Link QCC		12.26					
	1486899349	02/23/20 long dist chg 406-646-7600		12.26		DISPAT	1000 420160 345		101000
46727		2952 DIS Technologies		595.00					
	5397	03/05/20 Monthly Managed Svcs-Dspatch		595.00		DISPCH	1000 420160 398		101000

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Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
46729	2822 ClearBlu Cleaning Services	3,960.00							
03/31/20	Feb 2020 - Town Hall	1,000.00		TWNHLL	1000 411250	357		101000	
03/31/20	Feb 2020 - Library	400.00		LIBES	1000 411259	357		101000	
03/31/20	Feb 2020 - Trailhead Bldng.	260.00		TRLHED	1000 411256	350		101000	
03/31/20	Feb 2020 - Povah	450.00		POVAH	1000 411255	350		101000	
03/31/20	Feb 2020- Chamber Bldng.	1,100.00		CHAMB	1000 411257	357		101000	
03/31/20	Feb 2020- Park Bathrooms	500.00		PARKS	1000 411253	357		101000	
03/31/20	Feb 2020-Dispatch Center	250.00		POLICE	1000 411258	398		101000	
46730	2421 NAPA Auto Parts	1,577.76							
02/29/20	Napa Supplies	1,280.21		STREET	1000 430200	220		101000	
02/29/20	NAPA supplies-Water	297.55		WATER	5210 430500	220		101000	
46731	42 Fall River Electric	10,343.43							
02/20/20	PARK, old firehouse 2901001	480.52		PARK	1000 411253	341		101000	
02/20/20	povah comm ctr 4212001	239.40		POVAH	1000 411255	341		101000	
02/20/20	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341		101000	
02/20/20	RR Well 4212005	75.90		WATER	5210 430500	341		101000	
02/20/20	SEWER LIFT STATION 4212006	259.90		SEWER	5310 430600	341		101000	
02/20/20	SEWER PLANT 4212007	1,519.06		SEWER	5310 430600	341		101000	
02/20/20	POLICE 4212008	469.20		POLICE	1000 411258	341		101000	
02/20/20	TOWN HALL 4212009	536.18		TWNHLLA	1000 411250	341		101000	
02/20/20	ICE RINK 421010	70.31		PARKS	1000 411253	341		101000	
02/20/20	IRIS ST WELL 4212013	198.12		WATER	5210 430500	341		101000	
02/20/20	MAD SEWER LIFT 4212014	207.42		SEWER	5310 430600	341		101000	
02/20/20	Hayden/Grouse Well 4212015	43.50		WATER	5210 430500	341		101000	
02/20/20	MADADD H2O Tower 4212017	53.07		WATER	5210 430500	341		101000	
02/20/20	SHOP 4212018	440.62		STREET	1000 430200	341		101000	
02/20/20	ANIMAL 4212029	247.96		ANIML	1000 440600	341		101000	
02/20/20	CLORINATOR 4212030	89.74		WATER	5210 430500	341		101000	
02/20/20	Electric Well 4212031	43.96		WATER	5210 430500	341		101000	
02/20/20	PARK 4212032	362.16		PARKS	1000 411253	341		101000	
02/20/20	UPDH 4212041	669.49		UPDH	1000 411252	341		101000	
02/20/20	SEWER TREAT SERV 4212046	2,763.64		SEWER	5310 430600	341		101000	
02/20/20	LIBRARY 23 dunraven 4212054	122.03		LIBR	1000 411259	341		101000	
46732	2952 DIS Technologies	738.50							
5406	03/05/20 Email accounts/managed IT	738.50		IT	1000 410580	355		101000	

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46733		2813 Century Link		62.00					
	02/28/20	DSL Pub Serv Office 646-7949		62.00		ROAD	1000 430200	345	101000
46735		2813 Century Link		1,532.48					
	02/19/20	Police 646-7600		322.35		POLICE	1000 420160	345	101000
	02/19/20	E911 Viper 646-5170		103.32		E911	2850 420750	345	101000
	02/19/20	E911 255-9710		999.74		E911	2850 420750	345	101000
	02/19/20	E911 255-9712		24.51		E911	2850 420750	345	101000
	02/19/20	Alarm Lines, 646-5185		82.56		TWNHAL	1000 411250	345	101000
46737		73 Westmart Building Center		1,797.12					
	02/27/20	Street Buildings		0.00		BULDNG	1000 430200	366	101000
	02/27/20	Street Supplies		830.27		STREET	1000 430200	220	101000
	02/27/20	Stage Maint.		0.00		PARKS	1000 460430	369	101000
	02/27/20	Sewer Supplies		48.67		SEWER	5310 430600	220	101000
	02/27/20	Water Supplies		339.28		WATER	5210 430500	220	101000
	02/27/20	Police Building Supplies		0.00		POLICE	1000 411258	366	101000
	02/27/20	Police Supplies		0.00		POLICE	1000 420100	220	101000
	02/27/20	Court Supplies		0.00		COURT	1000 410360	220	101000
	02/27/20	UPDL		73.74		UPDL	1000 411252	220	101000
	02/27/20	Library Supplies		0.00		LIBES	2220 460100	220	101000
	02/27/20	Town Hall Bldng Supplies		312.03*		TWNHAL	1000 411250	366	101000
	02/27/20	Town Hall Supplies		29.42		TWNHAL	1000 411250	220	101000
	02/27/20	Blding Dept. supplies		0.00*		BLDINS	1000 420531	220	101000
	02/27/20	Povah Ctr. Suuplies		0.00		POVAH	1000 411255	220	101000
	02/27/20	Parks Grounds		29.43		PARKS	1000 460430	365	101000
	02/27/20	Parks Supplies		0.00		PARKS	1000 460430	220	101000
	02/27/20	Parks Sm. Equip.		0.00		PARKS	1000 460430	212	101000
	02/27/20	Parks Buildings		41.59*		PARKS	1000 411253	366	101000
	02/27/20	Cemetery Supplies		0.00		CEM	2240 430900	220	101000
	02/27/20	Clinic Supplies		0.00		CLINIC	1000 411251	366	101000
	02/27/20	Social Services Supplies		0.00*		SOCSRV	1000 450135	220	101000
	02/27/20	Comm. Garden		0.00		CMGARD	2213 460000	220	101000
	02/27/20	Sum Rec Supplies		0.00*		SUMREC	1000 460449	220	101000
	02/27/20	Rec. Dept Supplies		14.24*		REC	1000 460440	220	101000
	02/27/20	Safety Supplies		78.45		SAFETY	1000 430200	229	101000
	02/27/20	Learning Ctr Supplies		0.00*		SIEGEL	1000 411254	220	101000
	02/27/20	Recycling		0.00		PARKS	1000 460430	534	101000

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46738	1514 Verizon Wireless	1,064.71					
	20 Smartphones						
	1 regular phone1						
	5 laptops						
	02/20/20 640-0108, Police	0.00		POLICE	1000 420100	345	101000
	02/20/20 640-0121 Laptop	40.01		STREET	1000 420100	345	101000
	02/20/20 640-0141 Street SP	44.60		STREET	1000 430200	345	101000
	02/20/20 640-0159 Street SP	44.60		STREET	1000 430200	345	101000
	02/20/20 640-1103, Operator SP	44.60		STREET	1000 430200	345	101000
	02/20/20 640-1438, SS Director	17.29		SOCSE	1000 450135	345	101000
	02/20/20 640-1460, Library Dir, SP	44.60		LIBRAR	2220 460100	345	101000
	02/20/20 640-1461, S & W, SP	44.60		WATER	5210 430500	345	101000
	02/20/20 640-1462, Operator, SP	44.60		WATER	5210 430500	345	101000
	02/20/20 640-1463, Deputy PSS, SP	44.60		PARKS	1000 460430	345	101000
	02/20/20 640-1472, Ops Mgr, SP	44.57		ADMIN	1000 410210	345	101000
	02/20/20 640-1676, Rec Coord, SP	44.60		REC	1000 460440	345	101000
	02/20/20 640-1754, COP, SP	44.60		POLICE	1000 420100	345	101000
	02/20/20 640-1755, Police	44.60		POLICE	1000 420100	345	101000
	02/20/20 640-1756, Police	44.60		POLICE	1000 420100	345	101000
	02/20/20 640-1757, Police	44.60		POLICE	1000 420100	345	101000
	02/20/20 640-1758, Police, SP	44.60		POLICE	1000 420100	345	101000
	02/20/20 640-1759, Police	44.60		POLICE	1000 420100	345	101000
	02/20/20 640-7547, Street SP	44.60		PARKS	1000 460430	345	101000
	02/20/20 640-9074, PSS, SP	44.60		SEWER	1000 430200	345	101000
	02/20/20 640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/20 640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	02/20/20 641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/20 641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	02/20/20 640-2354 Exec Assist	44.60		ADMIN	1000 410210	345	101000
	02/20/20 640-2629 City Judge	44.60		COURT	1000 410360	345	101000
46739	2264 MORNING GLORY COFFEE & TEA	33.75					
	969016 02/26/20 Dispatch coffee	33.75		DISP	1000 420160	220	101000
46740	2575 WY Tourism Business Improvement	12,638.13					
	02/29/20 Collections for February 2020	12,638.13		TBID	7202 411800	540	101000
46741	2789 WEX Bank	7,999.06					
	03/01/20 07 Ford Expedition 6-54563A	39.98*		WATER	5210 430500	231	101000
	03/01/20 07 Ford Expedition 6-54563A	39.99*		SEWER	5310 430600	231	101000
	03/01/20 06 Dodge Durango 6-1374	43.92		PUBSER	1000 430200	231	101000
	03/01/20 17 Dodge Ram #1	153.35		POLICE	1000 420100	231	101000
	03/01/20 17 Dodge Ram #2	337.89		POLICE	1000 420100	231	101000
	03/01/20 10 Ford Expedition 6-000046	27.71		SOCSE	1000 450135	231	101000

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	03/01/20 11	Ford Expedition 6-21425A		0.00		POLICE	1000 420100	231	101000
	03/01/20 10	JD Backhoe 310SJ		250.74		STREET	1000 430200	231	101000
	03/01/20 77	Int'l Dumptruck		0.00		STREET	1000 430200	231	101000
	03/01/20	Snow Blower		74.58		STREET	1000 430200	231	101000
	03/01/20 02	Freightliner		0.00		STREET	1000 430200	231	101000
	03/01/20 140	G Grader		107.76		STREET	1000 430200	231	101000
	03/01/20	CAT 936 Loader		740.20		STREET	1000 430200	231	101000
	03/01/20 91	Ford 6-582		130.55		STREET	1000 430200	231	101000
	03/01/20 15	Sweeper		0.00		STREET	1000 430200	231	101000
	03/01/20 SS	Snow Blower Green		1,066.02		STREET	1000 430200	231	101000
	03/01/20 14	Water Truck		0.00		STREET	1000 430200	231	101000
	03/01/20 00	Freightliner Dump 6-60700A		387.34		STREET	1000 430200	231	101000
	03/01/20 2010	JD 772 Grader		1,055.72		POLICE	1000 420100	231	101000
	03/01/20 02	Freightliner Dump 6-54564A		349.76		STREET	1000 430200	231	101000
	03/01/20 08	Ford Pickup 6-1450		64.00*		WATER	5210 430500	231	101000
	03/01/20 08	Ford Pickup 6-1450		64.00*		SEWER	5310 430600	231	101000
	03/01/20 08	GMC Pickup 6-1484		68.46		STREET	1000 430200	231	101000
	03/01/20 08	CAT 938H Loader		1,150.01		STREET	1000 430200	231	101000
	03/01/20 08	904B MiniLoader		40.54*		WATER	5210 430500	231	101000
	03/01/20 08	904B MiniLoader		40.53*		SEWER	5310 430600	231	101000
	03/01/20 08	904B MiniLoader		32.55		STREET	1000 430200	231	101000
	03/01/20 01	Freightliner truck 1		467.89		STREET	1000 430200	231	101000
	03/01/20 01	Freightliner truck 2		242.87		STREET	1000 430200	231	101000
	03/01/20 08	Ford Escape (multi-use)		55.07		POLICE	1000 420100	231	101000
	03/01/20 14	Police Interceptor		164.70		POLICE	1000 420100	231	101000
	03/01/20 15	Ford F-250		160.74		STREET	1000 430200	231	101000
	03/01/20 18	Dodge Ram-PW		59.11		STREET	1000 430200	231	101000
	03/01/20 18	Dodge Ram-Police		295.66		POLICE	1000 420100	231	101000
	03/01/20 19	Dodge Durango		139.67		POLICE	1000 420100	231	101000
	03/01/20	Tractor		147.75		STREET	1000 430200	231	101000
	03/01/20 19	Dodge 5500		0.00		STREET	1000 430200	231	101000
46752		1446 Yellowstone Historic Center		250.00					
	02/24/20	Sponsor Membership		250.00		ADMIN	1000 410210	335	101000
46761		3243 Susan Swimley		18.50					
	10165 03/05/20	Moonrise- email		18.50		LEGAL	1000 411100	352	101000
46762		2937 CINTAS First Aid & Safety		57.71					
	5015824166 01/16/20	First-aid supplies		57.71		ROAD	1000 430200	220	101000

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46763	2910 Montana Correctional Enterprises	88.54					
	76976 01/31/20 Signs-Public restrooms	88.54		STREET	1000 430200	243	101000
46764	3004 Partsmaster	314.14					
	23519073 02/25/20 Repair supplies	288.89		STREET	1000 430200	220	101000
	23521378 03/02/20 Wrench Sets 22MM & 23MM	25.25		STREET	1000 430200	220	101000
46765	3262 Stone's Town & Country Motors,	842.56					
	145992 03/02/20 Vehicle Repairs - Police	842.56		STREET	1000 430200	361	101000
46766	2268 Myslik, Inc.	211.99					
	030320ToWY 03/03/20 Parts for Green Blower	211.99		STREET	1000 430200	369	101000
46767	3241 Bridger Analytical Lab	560.00					
	2002220 02/21/20 Total coliform/E. coli	280.00		WATER	5210 430500	357	101000
	2003035 03/04/20 Total coliform/E. coli	280.00		WATER	5210 430500	357	101000
46768	1331 West Yellowstone Foundation	15,000.00					
	03/10/20 Help fund Endowment	15,000.00		HELP	7010 450135	710	101000
46769	40 Jerry's Enterprises	455.16					
	02/01/20 Fuel for Zambonie	46.86		STREET	1000 430200	231	101000
	02/03/20 Fuel	169.92		STREET	1000 430200	231	101000
	02/10/20 Fuel	71.00		STREET	1000 430200	231	101000
	02/12/20 Fuel	127.11		STREET	1000 430200	231	101000
	02/18/20 Fuel	49.56		STREET	1000 430200	231	101000
	02/26/20 fuel Credit	-9.29		STREET	1000 430200	231	101000
46770	29 Terrell's Office Machines Inc	540.00					
	389361 02/07/20 Soc Serv Toner-black	184.00*		SOCSER	1000 450135	220	101000
	390801 03/03/20 Soc Serv Toner-black	92.00*		SOCSER	1000 450135	220	101000
	391120 03/09/20 Soc Serv Toner-color	264.00*		SOCSER	1000 450135	220	101000
46771	2116 DEQ/WWO	2,250.00					
	5L2001440 03/03/20 MTX-Outfall Chrg Annual Inv	2,250.00		SEWER	5310 430640	357	101000
46772	379 Energy Laboratories, Inc	420.67					
	300287 03/05/20 Sewer Testing WW Influent	217.00		SEWER	5310 430600	357	101000
	299219 02/28/20 Sewer Testing WW Effluent	203.67		SEWER	5310 430600	357	101000

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46773	266 Utilities Underground Location	3.14					
	25357 02/29/20 Excavation Notiifications	3.14		WATER	5210 430500	357	101000
46774	2099 Quick Print of West Yellowstone	160.11					
	9857 02/10/20 Postage Utility Specialties	27.05		SEWER	5310 430600	357	101000
	9897 02/14/20 Postage MT State Crime Lab	29.71		POLICE	1000 420100	311	101000
	13186 03/09/20 Rental Property Letters	103.35		FINANC	1000 410510	870	101000
46775	3226 Peggy Russell	37.90					
	01/03/20 Postage Water Bills	6.30		WATER	5210 430500	311	101000
	01/03/20 Postage Water Bills	6.30		SEWER	5310 430600	311	101000
	03/02/20 Extra Oz stamps	15.00		FINANC	1000 410510	311	101000
	01/24/20 Postage for Admin	1.90*		ADMIN	1000 410210	311	101000
	03/06/20 Postage for Police	8.40		POLICE	1000 420100	311	101000
46776	254 Firehole Fill Up/Economart	23.86					
	021220-01 02/12/20 Fuel	23.86		HELP	7010 450135	231	101000
46777	2671 Gallatin Valley Food Bank	160.00					
	WY-2-20 02/01/20 KidsPack Bags for Jan 2020	160.00		HELP	7010 450135	220	101000
46778	471 Northwest Pipe Fittings, Inc.	1,157.16					
	3280339 02/20/20 2 Procoder meters	553.82		WATER	5210 430500	251	101000
	3281841 02/25/20 4 Meter Connectors	52.07		WATER	5210 430500	251	101000
	3287276 03/09/20 2 E-coder Meters, (12) SealPi	551.27		WATER	5210 430500	251	101000
46779	999999 IRMA E VAZQUEZ	259.00					
	03/10/20 Playground Maintenance trainin	259.00		RECREA	1000 460440	370	101000
46780	2654 Community Health Partners	32.00					
	307635793 03/04/20 Screening test -Kearney	32.00		ADMIN	1000 410210	356	101000
46781	764 General Distributing Co.	51.62					
	849855 02/29/20 Welding supplies	51.62		STREET	1000 430200	220	101000
46782	151 Gallatin County WY TS/Compost	262.20					
	02/29/20 Garbage	262.20		PARKS	1000 460430	534	101000
46783	3247 Auditel, Inc.	808.35					
	10312019 10/31/19 Fee on Monthly savings	269.45		TWNHL	1000 411250	345	101000
	11302019 11/30/19 Fee on Monthly savings	269.45		TWNHL	1000 411250	345	101000
	02292020 02/29/20 Fee on Monthly savings	269.45		TWNHL	1000 411250	345	101000

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46784		1061 Lane and Associates		67.30					
	7694	02/24/20 Drug Test		67.30		ADMIN	1000 410210	356	101000
46785		3233 Safeguard Business Systems		666.40					
	33965591	02/25/20 Utility Postcards for billin		333.20		WATER	5210 430570	220	101000
	33965591	02/25/20 Utility Postcards for billin		333.20		SEWER	5310 430670	220	101000
46786		3242 Fisher's Technology		12.38					
	02/25/20	Canon copier maintenance		12.38		FINANC	1000 410510	356	101000
46787		2898 TransUnion Risk and Alternative		50.00					
	202002-1	03/01/20 Contracted Services		50.00		POLICE	1000 420100	220	101000
46788		2800 RDO Equipment Co.		14,020.35					
	P4547316	03/09/20 Equipment Parts		30.35		STREET	1000 430200	220	101000
	E01221	12/30/19 Plow Attachment for Loader		8,990.00		ROAD	4000 430200	940	101000
	E01221	12/30/19 Plow Attachment for Backhoe		5,000.00		ROAD	4000 430200	940	101000
46789		3192 Floyd's Truck Center		539.33					
	X401139196	02/28/20 Brake Adjuster for Trk 112		539.33		STREET	1000 430200	369	101000
46790	E	2673 First Bankcard		186.72					
	4701851	02/24/20 Fast Tabs		13.79		BULDNG	1000 420531	212	101000
	4701851	02/24/20 Gas can Spout Replacement		19.99		STREET	1000 430200	220	101000
	4701851	02/24/20 Gas can vent cap		7.99		STREET	1000 430200	220	101000
	8608265	02/24/20 High Visibility Sweatshirts		144.95		STREET	1000 430200	226	101000
46791	E	2673 First Bankcard		1,656.35					
	02/04/20	Van Leeuwen training Feb		523.60		POLICE	1000 420100	370	101000
	02/19/20	Kearney - Training Feb		192.26		POLICE	1000 420100	370	101000
	02/24/20	Trujillo Training July20-23/20		388.29		POLICE	1000 420100	370	101000
	02/25/20	Trujillo Training July19-20/20		129.43		POLICE	1000 420100	370	101000
	02/28/20	Followup investigation		27.78		POLICE	1000 420100	220	101000
	02/28/20	Followup investigation		3.99		POLICE	1000 420100	220	101000
	03/03/20	Cell phone investigation kit		299.00		POLICE	1000 420100	220	101000
	03/03/20	Notary Insurance-C. Johnson		52.00		DSPTCH	1000 420160	335	101000
	03/03/20	Notary Bond-C.Johnson		40.00		DSPTCH	1000 420160	335	101000
46792		951 Barnes & Noble		236.93					
	3971405	02/20/20 Books		67.10		LIBRY	2220 460100	215	101000
	3971404	02/20/20 Books		169.83		LIBRY	2220 460100	215	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
46793		3261 Targhee Services		281.95					
	02/26/20	Repairs 1991 Ford F-250		281.95		WATER	5210 430500	369	101000
46794		3020 COLJ Conference Registration -		300.00					
	03/11/20	Judge training April27-30,2020		300.00		COURT	1000 410360	380	101000
46796		533 Market Place		76.94					
	02/04/20	Gift Certificate		50.00*		LEGISL	1000 410100	220	101000
	02/26/20	Prisoner Supplies		26.94		POLICE	1000 420230	220	101000
46797		2952 DIS Technologies		1,250.00					
	5443 03/05/20	Dell Computer Win10 Rec Dept		1,100.00		RECREA	1000 460440	212	101000
	5443 03/05/20	Monitor		150.00		RECREA	1000 460440	212	101000
46798	E	2964 CITI CARDS		2,423.53					
	8190625 02/05/20	Corp Minute book(3)		385.92*		ADMIN	1000 410210	220	101000
	1255871059 02/11/20	BigSky D&A Symposium Train		107.72		COURT	1000 410360	380	101000
	41549406 02/11/20	HotelforTraining MRWS -Westp		416.34		WATER	5210 430500	370	101000
	790777 02/13/20	HansenD,Htl training Soc Serv		490.60		SOCSE	1000 450135	380	101000
	02/18/20	MRWS Conf Registr-Westphal		154.50		WATER	5210 430500	380	101000
	06030 02/24/20	Temp Controls Protectors		239.76		SEWER	5310 430600	366	101000
	03/02/20	Costco Membership Renewal		120.00		ADMIN	1000 410210	333	101000
	03/03/20	Running Bear -TC supplies		75.82*		LEGISL	1000 410100	220	101000
	03/03/20	Market Place-TC Supplies		19.16*		LEGISL	1000 410100	220	101000
	5481821 03/02/20	Water Office supplies		413.71		WATER	5210 430500	369	101000
46799		2507 Silvertip Pharmacy		357.61					
	121719-02 12/17/19	RX		20.00		HELP	7010 450135	358	101000
	020720-04 02/07/20	RX		43.05		HELP	7010 450135	358	101000
	120919-01 12/09/19	RX		40.71		HELP	7010 450135	358	101000
	120419-02 12/04/19	RX		22.00		HELP	7010 450135	358	101000
	010220-01 01/02/20	RX		123.57		HELP	7010 450135	358	101000
	020720-01 02/07/20	RX		49.94		HELP	7010 450135	358	101000
	012420-01 01/24/20	RX		58.34		HELP	7010 450135	358	101000
46800		999999 RICHARD GIBSON		326.17					
	03/12/20	COLJ Spring Training-April		326.17		COURT	1000 410360	370	101000
46801		999999 PEGGY RUSSELL		68.00					
	03/12/20	Meals for MRWS Confer 3/24-27		68.00		WATER	5210 430500	370	101000
		# of Claims	58	Total:	93,531.45				
		Total Electronic Claims			4,266.60	Total Non-Electronic Claims		89264.85	

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session & Meeting
March 3, 2020

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

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

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

Portions of the meeting are being recorded.

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

WORK SESSION

Mayor Johnson calls the meeting to order and explains that the purpose of the meeting is a discussion about the procedures and responsibility of the Development Review Group (DRG). Council Member Travis Watt explains that he has been approached by community members and asked questions that he couldn't answer and is really just seeking more information. Mathews adds that he also wants to understand the process and notes that the municipal code states that building plan reviews shall be completed by the building official within 30 days. Sabolsky points out that they do not have a licensed building official at this time. He explains that the DRG is just a staff function. The DRG was established to bring all the staff members together to review projects prior to submitting to the Planning Board. They were experiencing problems with applicants who were claiming to get different answers from different staff members and the group was created to address those issues. Sabolsky explains that with the departure of David Arnado, they do not have anyone to perform inspections but they do have one employee licensed as a backup inspector. They are working through some employment issues with the employee and trying to work it out so he can do the inspections. Johnson asks if the applicant or project owner is notified of the DRG meetings. Sabolsky says that they invite the applicant if they need them to be there to answer questions, but it is often just the staff reviewing the project. He emphasizes that the group is a staff function, not a committee or public meeting. Mathews says that they could often get answers from the applicant or the applicant's engineer if they would just include the applicant earlier in the process. Watt suggests shortening the timeframe it takes to get back to the applicant. He also suggests that staff members may be slowing the process down. Sabolsky admits that they have had some problems where staff did not respond to an applicant as quickly as they should have, but with the changes in staffing they have established that all applications should start in the Administration Office. Schmier asks when was the DRG established? Sabolsky answers that it was created at the same time that the zoning permit process was established and adopted by the Town Council. Schmier asks if they have a formal checklist to follow when reviewing a process so that they are consistent. Sabolsky says that they do not, but they do involve the same staff members who each focus on their area of knowledge. Fire Chief Shane Grube adds that each project differs so much, they have to review based on the type of project and they actually struggle more with small projects than large projects that are designed by professional architects and engineers. Johnson says that he thinks that only reinforces the argument that the applicant should be invited to attend the DRG meetings. Forsythe says that he thinks this entire process should take 90 days. He says that in his business, everyone is in a hurry and want things done immediately, but it often takes months to get things completely approved. He also mentions, as he has several times before, that they need a City Planner. He disagrees that the applicant needs to be invited to the DRG meetings, they need to be able to review and then contact the applicant with any outstanding questions. Lisa Johnson adds that they strive to contact all applicants within five days and preferably in person. She says they should also understand that this group studies the plans and looks for mistakes, and often there are none, but applicants tend to get defensive at times when its not necessary. Patterson says that in his experience, most cities allow at least six months to review new projects and the owner may not need to be present at the first meeting but should be brought in when the

outstanding questions come up. Watt says that they should address how exceptions are handled and how they should handle complaints or appeals. He also says they should also consider using outside building inspectors rather than a Town employee. Sabolsky says that they are looking into contracting a licensed building inspector for the summer months, during the construction season. Mayor Johnson asks for public input on the topic. Cole Parker says that he has been working through this process and experienced some frustration, but just wants to know what he needs to do to move forward.

The work session is adjourned at 7:15 PM, the regular meeting begins at 7:30 PM.

Public Comment Period

Shane Brown addresses the Town Council. He expresses dissatisfaction with the application and interview process he experienced between mid-December and mid-February after applying for a job as an Equipment Operator for the Town. He questions why the position has not been filled, why it has been posted, why they are seeking more applicants, and what qualifications does he need to get hired.

Ken Davis addresses the Town Council and asks the Town consider additional nighttime lighting and a sidewalk between the tennis courts on Electric Street and the rest of old town.

Council Comments

Brad Schmier says that as the winter comes to a close, they should discuss how much chemical has been applied to the highways and spread to the city streets this year. He says that he has been here 40 years and this is the first time he has seen it this bad and wants to know what changed. He says he hasn't even been able to keep snowpack on the ground at his gas station.

Travis Watt says he was approached by a community member who wondered if the Town can get any of the money from the Gallatin County Open Space Bond that is collected by the County through property tax. Sabolsky says that he has approached the County about using some of that money for a trail close to West Yellowstone and he is still pursuing that.

Watt also announces that Marysue Costello, Executive Director for the Chamber of Commerce, is retiring at the end of April. He says he is on the hiring committee to fill that position and they are meeting tomorrow to work on the job description.

ACTION TAKEN

- 1) Motion carried to approve the claims, which total \$79,397.45. (Forsythe, Watt)
- 2) Motion carried to approve the Consent Agenda, which includes the minutes of the February 18, 2020 Town Council Meeting. (Watt, Mathews)
- 3) Motion carried to approve the revised Revolving Loan Fund Program Guidelines. (Forsythe, Watt) Johnson is opposed, motion passes 4 to 1.
- 4) Motion carried to approve the first reading of the Cemetery Ordinance. (Forsythe, Watt)
- 5) Motion carried to approve the Outside Amplification Permit, Resolution No. 739 to Lift the Open Container Ordinance during the event, and the Event Permit for the Intermountain Spring Fling 2020 Event on March 13-15, 2020. (Forsythe, Schmier)

DISCUSSION

- 1) Schmier asks about the claim to 4 Corners Recycling LLC for plastic recycling. Patterson explains that is to dump the new recycling bin. He says that the Town will probably have to pay for at least one more pull of that bin this year, as they agreed to.

- 3) Mayor Johnson questions why they would hire another agency to manage this fund, especially since it doesn't get used very often. He says that he thinks the Finance Office is perfectly capable of managing the fund. He also questions why the interest rate is at 4% since they have loaned it out at a much lower rate. The Council considers Johnson's comments and discusses whether it is worth it to . Mayor Johnson asks for public comment, no other comments are received.
 - 4) The Council discusses the composition of the Board of Trustees, which includes the Mayor, but the board elects a chair. Schmier thanks the current Board of Trustees and specifically Ken Davis for all their efforts to update and clean up this ordinance. Schmier also states that the ordinance needs to reference the fees that will be set by resolution. The group discusses with Ken Davis whether the language in the current draft is sufficient or if they need to add another section to clarify that there are additional fees that will be set by resolution. The Council directs Sabolsky to add language to clarify that prior to the next reading. Mayor Johnson asks for public comment and no other comments are received.
 - 5) Johnson asks if it is necessary to approve the Outside Amplification Permit or the resolution to lift the open container ordinance since the event is going to take place on the 80 acres, which has not been annexed. The Council and staff ultimately decide it is better to approve the permits, just in case. Mayor Johnson asks for public comment, no other comments are received.
- A) **Town Manager/Department Head Reports:** Town Manager Dan Sabolsky mentions that Social Services Director, Kathi Arnado, is home tonight with an ill family member. Sabolsky reports that Town Attorney, Jane Mersen, has finished her review of the wastewater treatment plan contract and they are working towards finalizing it. Sabolsky reports that Fish, Wildlife & Parks has signed the water rights agreement and pending any appeals, they anticipate DNRC to approve the agreement this summer. Sabolsky says Mersen has composed a letter to Dick Dyer requesting the release of the DEQ letter for the water rights for the new well. They have requested a conference call with Dyer to discuss some of his other outstanding bills. He reports that Forsgren Associates has evaluated the roof condition at the UPDL and they are preparing to release bid documents to replace the roof this summer. He also notes that the staff of the YHC have submitted a grant application to replace the floor and install radiant heat in the UPDL. He reports that there has been a lot of time put into updating the cemetery ordinance and procedures and they are getting close to finishing. He mentions that David Arnado has officially resigned and they are attempting to pick up all the code enforcement and building issues. He reports that Dan Clark would like to come back to provide more training for the Council and then staff on April 1, 2020. He also mentions meeting with Paul Jeppson, Regional Vice President, Mountain Region, of Delaware North. They discussed the upcoming summer, recent protests against the company, and the professional manner the Police Department assisted. He mentions the recent Skijor event and some issues they are having with clean up after the event.

Public Services Superintendent James Patterson reports that he met with the electricians to determine the distance they can put between new streetlights using LED light. He says they are cleaning up the streets and opening the drains, but the snow won't hold up much. Patterson also reports that he is having problems with Brian Giordano cleaning up the mess left by the Skijoring event. He explains that last year, it snowed right after the event and the Town ended up cleaning it up in the spring because Giordano never returned, but Giordano is now claiming the Town is responsible for the clean up. **Finance** Director reports on collecting the additional 1% for the first month, January, which netted just over \$65,000 more than in the past. She says they are also working on drafting budget amendments, preparing for the next budget, and assembling audit correspondence. **Water & Wastewater** Superintendent Greg Johnson reports on water sampling, water reserves, underground locate procedures, addressing for the facilities outside of the city limits, improved data reading equipment at Whiskey Springs. Chief of

Police Scott Newell reports that Giordano called on Friday and requested a Police Officer for the entire weekend to direct traffic, but they were unable to fulfill that request. He reports on capital improvement planning for radio replacement and that the natural gas line at the Police Department was clipped during snowplow operations this year but the shutoff valves are all still operable.

The meeting is adjourned. (9:15 PM)

Mayor

ATTEST:

Town Clerk

Town of West Yellowstone Oath of Office Police Officer

I, Leonel Sosa, 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).

March 17, 2020

Officer Leonel Sosa

Let it be recognized to all that on this date, by taking this oath of office,
Leonel Sosa was duly sworn in as a Peace Officer for the Town of West
Yellowstone and the State of Montana.



Mayor Jerry Johnson

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

Event or Project Applicant: Black Mountain Productions

Event or Project Name: Music in the Park Series

Date Submitted: 2.25.20

Date Approved by MAPFAB: 3.5.20

Requested Funding Amount: \$15,000

Approved Funding Amount: \$15,000

Comments: None

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

MARKETING AND PROMOTION (MAP) FUND

APPLICATION COVER PAGE

Applicant Information

Applicant Individual or Organization: Black Mountain Productions

Event or Project Contact Person: Wendy Swenson, Louise Cochran

Address: PO Box 1313, West Yellowstone MT, 59758

Phone: 406-570-2417

Email: wswenson01@gmail.com; cochrane1@q.com

Application Submission Date: February 25, 2020

Event or Project Information

Event or Project Name: "Music in the Park" Series

Location of Event or Project: Pioneer Park

Date(s) of Event or Project: July – August, 2020

Estimated Total Event or Project Cost: \$39,400.00

MAP Fund Amount Requested: \$15,000.00

Section 1 Proposed Event or Project Summary

Black Mountain Productions is a non-profit 501(c)(3) organization whose goal is to bring family oriented live entertainment to West Yellowstone. Black Mountain Products owns its own equipment, stage and extensive sound system. Our main focus has been live music in the City Park. We organize other social functions within West Yellowstone and provide our equipment for other events.

The "Music in the Park" series began in the summer of 2006 through the efforts of Black Mountain Productions and local support. The positive response from local and summer residents, visitors, employees, and businesses continues to reinforce the value of this event.

The Town of West Yellowstone and West Yellowstone Foundation worked with Black Mountain Productions in 2017 to purchase a mobile stage. A committee was formed to assist with planning, logistics, and financing productions in hopes of increasing this on-going event and making it an even more popular destination event, eventually extending into our shoulder seasons.

We are asking for a total of \$15,000.00 for assistance with: \$5,000.00 for marketing and advertising promotion (see detail under Marketing section), and \$10,000.00 for assistance with securing and payment of the bands/entertainment.

Section 2 Proposed Timeline

This year, we are planning four quality events, starting with the Annual July 4th concert, and stand-alone productions tentatively scheduled for July 25, Aug. 83, Aug 22.. The 4th of July adds to existing events and is the most highly attended event. The July 4 and Aug. 3 concerts will also happen in conjunction with event weekends with a goal of attracting more attendance for all activities.

At this point, we are still finalizing and negotiating with the bands. This schedule is subject to change. We work hard to get the best pricing possible when booking bands by looking for bands that are already on tour going through our area or attending regional festivals, or simply want to visit Yellowstone and Montana and are willing to fit us in at a reasonable rate. Our **current** bookings include:

July 4th: Local Opener, Headliner: Paige & The People's Band (MT)

@ approximately \$4,000 + \$500 for openers

Paige And The People's Band are a new act from Bozeman, MT, hitting the stage in 2016! Soul, Rock, Jazz, Folk, and Pop music played by some very talented people for the people.

Members of Paige and The People's Band have been, charming, captivating and blowing the collective minds of audiences throughout the U.S. and Europe for many years.

Sharing the stage with such musical

legends as BB King, John Hiatt, Willie Nelson, The Doobie Brothers, Lyle Lovett, Pat Benatar, Kenny Loggins and that's enough name dropping.



An eclectic mix of Funk, Soul, Rhythm and Blues, Jazz, Folk and Pop music from some of the best known and least known artists! Including, Aretha Franklin, Sia, Earth Wind and Fire, Lake Street Dive and some lesser known acts such as, Snarky Puppy, Rubblebucket, Zaz, Quantic Soul Orchestra and their own original works. Paige And The Peoples Band enjoy mixing it up, keeping their performances fresh and different. They keep the dance floor popping and not just with the same tired hits. Their high energy act mixed with technical skill and a whole lot of Soul, make them a band to remember and definitely not to miss!

Remaining Dates:

- July 25th: Ross Ellis (Country - National) in negotiation
- Aug. 8th: 50s, 60s, 70s cover band in conjunction with Rod Run
- Aug. 22nd: Chris Coid (Country - Regional)

Pre-Event Planning:

April - May - June

- Determine band availability and efficiencies such as which bands can stop here on their way to another venue to reduce cost.
- Fund raising, grant writing, and marketing strategies.
- Working with Town of West Yellowstone on venue and organizations on insurance, co-promotion, and food/beverage booths.
- Contact local businesses for financial assistance

June

- Finalize schedules, bands, equipment, insurance, permits, and volunteers for set-up.
- Initial publicity and promotion.
- Determine advertising schedules, creative, and placement.
- Work with bands on co-promotion.

July-August

- Logistics for each show
- Each show takes a minimum of eight people working for 18 to 20 hours per event. Man hours include setup and tear down of stage equipment, canopies, and clean-up of venue grounds and concessions areas.
- We also provide our own security to alleviate the added duties of our local police. All "Music in the Park" events will take place at Pioneer Park, more commonly known as the City Park. Setup generally begins

around 8:00 AM the morning of the show. Music will start between 6:00-7:00 PM and will be completed by 10:00 PM. The stage & equipment is removed by 12:00 noon the following day, unless needed for another event the following night.

- We work closely with the Town of West Yellowstone Public Works Department to coordinate these logistics.
- Advertising and promotion underway
- Work with organizations involved with the events

Section 3 Proposed Budget

Please refer to the budget detail in Addendum One.

We are working hard to increase revenues and reduce expenditures. The collaboration with the Town of West Yellowstone for rental of the portable stage, designated funds can be used in the future for maintenance and logistics. A free event as an added amenity to visitors is the real draw, as it is in other communities like Big Sky and Bozeman. As the series evolves and grows in attendance, recognition, and vendors, we hope other avenues of funding will become available.

Please note:

- We are again planning to use our volunteer laborers for stage setup, event security, book keeping, and marketing assistance. We do pay for professional services as required and some volunteer lunches.
- We are working with a supplier to get our lighting at cost.
- In the past we were able to receive donated rooms for the bands from lodging properties. We will ask again this summer, but with the high occupancy this may be difficult to obtain.
- We will be going directly to businesses that have not been involved in the past asking for their help with volunteers or financial or in-kind contributions.

Section 4: Publicity, Promotion, Marketing

- **Posters:**
We would like to produce a printed (and electronic version) of the "Music in the Park" series poster with a full season schedule and information on the various music groups. These posters would be distributed around West Yellowstone and the surrounding area, including Island Park, Big Sky, and Belgrade/Bozeman.
- **Flyer/information sheet:**
We would create a one-page, easy-to-read information flyer that would be distributed to employees at local businesses, and could be used for reference throughout the entire summer.
- **Event listings and ads:**
We would list our schedule on free calendar of events including the West Yellowstone Chamber events calendar, community online calendars, social media, etc. We would also place ads with the full summer schedule in local and area newspapers (West Yellowstone News, Big Sky Weekly, Island Park Journal, and Madisonian). The final placement budget will be determined by grant awards and contributions from local businesses.

- By publishing the entire series schedule, we would be able to push the entire series and encourage repeat visitors, as well as raise local awareness.
- With this grant funding, we would also take out digital ads (banners and on-line event listings) on regional websites with a strong music following where their readers choose a travel destination based on concerts. We would also provide information for editorial features.

- **Social Media:**

We will promote our events on Facebook through our own page, "Free Music in the Park BMP," and working with the West Yellowstone Chamber and TBID to provide materials for posts on their Facebook and other social media platforms. We will work with local businesses to cross promote the series on their social media sites by providing a series of pre-made Facebook posts, Twitter tweets, and photographs.

Additionally, we will work with the bands to promote the events and West Yellowstone. By posting dates and information on their Facebook, Twitter, and Instagram pages we can reach their followers, broaden our reach throughout Montana and neighboring states, without any additional cost.

News releases and editorial content: We will submit news releases about the series and about individual events to regional newspapers. We are asking the West Yellowstone Chamber to help promote the series with "news stories" on their website and inclusion in any news releases they create about summer events and distributed information for summer visitors.

- **Websites:**

We will work with the West Yellowstone Chamber Marketing Director to add event listings, special news stories, and other content to that website.

- We will also ask each band to post information on their respective websites including links back to West Yellowstone websites for lodging and West Yellowstone information.

See the detailed marketing breakout attached.

Section 5 Application Review Criteria

- ***What are the economic, cultural, social and/or aesthetic impacts and benefits of your event or project on visitors, residents, businesses, organizations or other interests in the community and surrounding area?***

It is no longer enough just to be a "community on the border of Yellowstone Park," we need to offer something more to make Yellowstone-bound and repeat visitors choose West Yellowstone over Cody, Jackson Hole, Bozeman, Livingston, Island Park, Cooke City, and/or Red Lodge. A recent study found that the more tourists are aware of festivals (or other music events), the more likely they are to consider these festivals/dates as an important factor in their destination choice. The level of satisfaction from attending the festivals was directly proportional to the level of overall satisfaction of the destination. Satisfied visitors mean return visitors to West Yellowstone.

Our events offer our visitors and locals a unique and fun experience in the heart of West Yellowstone. It prolongs the amount of time a visitor spends in West Yellowstone which increases revenues from food, beverage, gas, and retail. And, promotes overnight stays for available rooms. By leveraging existing events at the same time or location, we build an even larger audience of visitors and positive social media experiences.

• If not answered in the previous question, then please list the methods and estimates by which you'll determine or measure the success of your event or project, i.e. increased, additional, new or different attendance, admissions, registrations, hotel stays, marketing, website hits, partnerships and sponsorships, fund raising, aesthetic appeal etc.

The number of attendees is the best way we can measure event success. We will be counting attendee's and working on possible ways to gather information about the individual's length of stay, lodging, and if they ate, shopped, or bought gas while here.

We will also monitor our followers and engagement on our Facebook page.

While summer visitation has increased significantly over the last 5 years, we feel that added events like Music in the Park contribute to visitors' potential to stay an extra night. Using this, we can also use Resort Tax and TBID collections as a measurement of success, even though reports are not broken out by event or weeks.

We feel that we can increase attendance for all productions and help to promote all events/activities taking place on West Yellowstone.

• Has your organization received MAP funding in the past? If so, how many times and for what event(s) or project(s)? Have all vendors and expenses been paid associated with the event(s) or project(s)?

Yes, we received MAP grants in the past. All vendors were paid and documentation submitted.

- 2008 for \$4,545.69
- 2009 for \$500.00
- 2011 for \$6,610.62
- 2014 for \$7,500.00
- 2015 for \$11,500.00
- 2016 for \$15,900.00
- 2017 for \$15,500.00
- 2018 for \$17,500.00
- 2019 for \$17,000.00

• Can your event or project proceed without MAP funds?

Yes, the event could proceed without MAP funds, however, it will reduce the number of bands or event dates in the series. It would also impact the out-of-area promotion and advertising reach.

• If your event or project is approved for funding, how will you acknowledge the receipt of MAP funds as a funding source? Because the MAP Fund consists of Resort Tax funds paid by town businesses, acknowledgements need to indicate, "Supported by West Yellowstone Businesses"

We will use the MAP logo and wording (West Yellowstone Montana) on all signage, advertising, promotional materials and publicity.

Section 6 Application Supporting Documentation

Final report and expenditures on file with admin.

Certification

Applicant Individual or Organization: Black Mountain Productions

Event or Project Name: Music in the Park

On behalf of the individual or organization identified on this application, I understand that:

1. The submitted application meets the eligibility requirements for MAP funds.
2. MAP funds will not be awarded to this event or project without written notification of approval by MAPFAB and the town council.
3. MAP funded events or projects must comply with all federal, state and community licenses, permits, ordinances, laws and regulations.
4. To the best of my knowledge and belief the information in this application is true and correct and the governing body of the applicant has authorized the documentation.

Signature: *Wendy Swenson*

Name (printed): Wendy Swenson

Title: Committee Member, Marketing

Date: 2/24/20

For Office Use Only

This application has been approved by MAPFAB Date: _____

This application has not been approved by MAPFAB Date: _____

Budget - Music in the Park 2020 (Black Mountain Productions) as of 2/24/20

	Estimated	
Starting Balance	\$10,000.00	
 Income		
Est. Direct Public Support (Individuals & Business)	\$12,000.00	
W. Yell. Foundation	\$2,000.00	Awarded
MAP Grant Request	\$15,000.00	In progress
Yellowstone Country Grant Request	\$5,000.00	In progress
<hr/> Total Income	<hr/> \$34,000.00	
 Expense		
Advertising	\$7,500.00	
Bands	\$20,000.00	
Audio/Lighting/Equipment	\$5,000.00	
Business License	\$75.00	
DJ/Sound Technician/Engineer	\$5,000.00	
Insurance - liability	\$800.00	
Event Permit	\$25.00	
Storage	\$1,000.00	
<hr/> Total Expense	<hr/> \$39,400.00	

Marketing Breakout:

Design & Print - Posters, Ads, Banners	\$1,500
Digital Online Ad Banners & Paid Social Media	\$3,000
- Lee Enterprises (MT News websites)	
 Social Media	 500
 Newspaper Print Ads	 \$2,500
- Big Sky, Ennis, Island Park	
- Eastern Idaho	
	\$7,500

Additional digital promotions will be added if funds allow.

LEASE

THIS AGREEMENT, made and entered into this ____ day of _____, 2020, by and between the TOWN OF WEST YELLOWSTONE, a Montana Municipal Corporation (hereinafter called “Town” and “Lessor”), and the WEST YELLOWSTONE FOUNDATION, a Montana non-profit corporation, (hereinafter called “Foundation” and Lessee”).

WITNESSETH

WHEREAS, the Town is the owner of certain real property in West Yellowstone, Montana, and further described as a rectangular tract of land as set forth and described as shown on Exhibit “A”, as labeled WYF, which is attached hereto and by this reference incorporated herein;

WHEREAS, the Foundation desires to enter into a lease of said real property with the Town for the purpose of utilizing the property for a bus storage facility and office in the manner to which the parties are accustomed.

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions set forth herein, the Town and the Foundation agree as follows:

Section 1. Lease Term, Location and Improvements. The Lessor, for and in consideration of the covenants and payments hereinafter mentioned to be performed and made by the Lessee, hereby agrees to lease and let and does hereby lease and let unto the Lessee for a term beginning on the 1st day of May, 2020, and extending to and including the 30th day of April, 2030, unless sooner terminated as herein provided, the portion of the premises of the Lessor at West Yellowstone, Montana as labeled WYF in Exhibit “A”, attached hereto and made a part hereof. The leased premises are further described as follows:

A parcel of land located on the South side of Yellowstone Avenue in the middle of the block between Faithful Street and Geyser Street. Specifically, the parcel is circumscribed by lines running as follows: beginning at the original point located 200 feet west of the back of the west

side curb of Faithful Street and 30 feet from the back of the south side curb of Yellowstone Avenue; then measuring west to a point 250 feet west of the back of the west side curb of Faithful Street and 30 feet from the back of the south side curb of Yellowstone Avenue; then measuring south 80 feet from this point to a point 110 feet from the back of the south side curb of Yellowstone Avenue; then measuring east 50 feet; then measuring north 80 feet returning to the original point, and comprising an area measuring approximately 4,000 square feet.

It is agreed that any improvements placed upon the leased premises by the Lessee, including but not limited to structures, shall not become a part of the realty, and shall remain the property of the Lessee.

Section 2. Rental, Taxes and Assessments. The Lessee agrees to pay to the Lessor for the use of said premises rental at the rate of ONE HUNDRED and 0/100ths DOLLARS (\$100.00) per year, payable on or before May 10th of each year of the lease. Acceptance of said rental in advance by the Lessor shall not act as a waiver of its right to terminate this lease as hereinafter provided.

The Lessee further agrees to pay, before the same shall become delinquent, all taxes levied during the life of this lease upon the leased premises and upon any buildings, improvements, and personal property thereon, or to reimburse the Lessor for sums paid by the Lessor for such taxes.

Section 3. Use of Leased Premises, Abandonment. The Lessee covenants that the leased premises shall not be used for any other purposes than for the site of office space as well as a bus storage facility for West Yellowstone Foundation-owned vehicles, and agrees that if the Lessee abandons the leased premises, the Lessor may enter upon and take possession of the same. Non-use for the purpose mentioned continuing for thirty (30) days shall be sufficient and conclusive evidence of such abandonment of the entire facility.

Section 4. Lessee Not to Sublet or Assign. The Lessee agrees not to let or sublet the leased premises, in whole or in part, or to assign this lease without the consent in writing of the Lessor, and it is agreed that any transfer or assignment of this lease, whether voluntary, by operation of law or otherwise, without such consent in writing, shall be absolutely void and, at the option of the Lessor, shall terminate

this lease.

Section 5. Use for Unlawful Purposes Prohibited, Indemnity. It is especially covenanted and agreed that the use of the leased premises or any part thereof for any unlawful or immoral purposes whatsoever is expressly prohibited; that the Lessee shall indemnify and hold harmless the Lessor and the leased premises from any and all liens, fines, damages, penalties, forfeitures or judgments in any manner accruing by reason of the use or occupation of said premises by the Lessee; and that the Lessee shall at all times protect the Lessor and the leased premises from all injury, damage or loss by reason of the occupation of the leased premises by the Lessee, or from any cause whatsoever growing out of said Lessee's use thereof. The Lessee shall name the Lessor as an additional insured on a policy of premises casualty and liability insurance, with minimum limits of \$1.0 million for each claim and \$1.5 million for each occurrence.

Section 6. Care of Premises and Improvements. The Lessee hereby covenants and agrees that any and all buildings erected upon the leased premises shall be designed to reflect the architectural themes of the Historic District, and shall at all times be kept in good repair; that the roof of each such building shall be of fire-resistant material; that when such buildings are without solid foundation the openings between the ground and the floor thereof shall be covered with fire-resistant material; that the leased premises shall during the continuance of this lease be kept by the Lessee in a neat and tidy condition and free from all rubbish or other material which would tend to increase the risk of fire, or give the leased premises an untidy appearance; that none of the buildings or other structures erected on said premises shall be used for displaying posters or any signs or advertisements other than such notices and signs as may be connected with the business of the Lessee, and that such signs and notices shall be neat and shall be properly maintained. In the event any building or other improvement not belonging to the Lessor on the leased premises is damaged or destroyed by fire, storm or other casualty the Lessee

shall, within thirty(30) days after such happening remove all debris and rubbish resulting therefrom; and if the Lessee fails to do so, the Lessor may enter the leased premises and remove such debris and rubbish; the Lessee agrees to reimburse the Lessor, within thirty (30) days after bill rendered, for the expense so incurred.

In the event the Lessee desires to construct new improvements, or to expand or alter existing improvements on the leased property, the Lessee shall comply with all state and local ordinances and regulations applicable to such improvements. Additionally, construction on such improvements shall not begin until the Town has reviewed and approved, either conditionally or unconditionally, construction, architectural, and other plans or drawings for such improvements.

Upon reasonable notice to the Lessee, the Lessor shall have the right to enter and inspect any improvements on the property, for compliance with the terms of this lease.

Section 7. Liens. The Lessee shall, when due and before any lien shall attach to the leased premises if the same may lawfully be asserted, pay all charges for water, sewer, gas, light and power, and shall fully pay for all materials joined or affixed to said premises, and shall not permit or suffer any mechanic's or materialman's or other lien of any kind or nature to be enforced against said premises for any work done or materials furnished thereon at the instance or request or on behalf of the Lessee; and the Lessee agrees to indemnify and hold harmless the Lessor and its property against and from any and all liens, claims, demands, costs and expenses of whatsoever nature in any way connected with or growing out of such work done, labor performed, or materials or other things furnished. In order to facilitate the aforementioned lien clause, the Town will require lien releases for initial construction and/or subsequent tenant improvements for all contractors, subcontractors and material suppliers.

Section 8. Superior Rights. This lease is made subject to all outstanding superior rights, including, but not limited to, rights of way for highways and for power and communication lines, and

the right of the Lessor to renew such outstanding rights and to extend the term thereof. Further, the Lessor specifically retains the right to access to water, sewer and other utility lines on and under the property, for the purpose of maintenance and repair, as well as any other lawful purpose.

Section 9. Explosives and Inflammables. It is further agreed that no gunpowder, gasoline, dynamite, or other explosives or flammable material shall be stored or kept upon the leased premises unless such items are stored in compliance with all applicable safety regulations.

Section 10. Liability of Lessee for Breach. The Lessee shall be liable for any and all injury or damage to persons or property, of whatsoever nature or kind, arising out of or contributed to by any breach in whole or in part of any covenant of this agreement.

Section 11. Water Damage Release. The Lessee hereby releases the Lessor from all liability for damage by water to the leased premises or to property thereon belonging to or in the custody or control of the Lessee, including buildings and contents, regardless of whether such damage be caused contributed to by the position, location, construction or condition of the facilities of the Lessor.

Section 12. Termination and Default. It is further agreed that the breach of any covenant, stipulation or condition herein contained to be kept and performed by the Lessee, shall, at the option of the Lessor, forthwith work a termination of this lease, and all rights of the Lessee hereunder; that no notice of such termination or declaration of forfeiture shall be required, and the Lessor may at once re-enter upon the leased premises and repossess itself thereof and remove all persons there from or may resort to an action of forcible entry and detainer, or any other action to recover the same. A waiver by the Lessor of the breach by the Lessee of any covenant or condition of this lease shall not impair the right of the Lessor to avail itself of any subsequent breach thereof.

Section 13. Termination by Notice. This lease may be terminated by written notice given by either the Lessor or the Lessee to the other party on any date in such notice stated, not less, however,

than ninety (90) days subsequent to the date on which such notice shall be given. Said notice may be given to the Lessee by serving the Lessee personally or by posting a copy thereof on the outside of any door in any building upon the leased premises or by mailing said notice, postage prepaid, to the Lessee at the last address known to the Lessor. Said notice may be given to the Lessor by mailing the same, postage prepaid, to the Town office. Upon such termination and vacation of the premises by the Lessee, the Lessor shall refund to the Lessee on a prorata basis any unearned rental paid in advance.

Section 14. Vacation of Premises, Removal of Lessee's Property. The Lessee covenants and agrees to vacate and surrender the quiet and peaceable possession of the leased premises upon the termination of this lease. Within fifteen (15) days after giving the notice mentioned in the preceding Section, the Lessee shall post with the Town a performance bond in an amount not less than one hundred fifty percent (150%) of the estimated cost of removal from the premises all structures and other property not belonging to the Lessor, and restoration of the surface of the premises. Within thirty (30) days after such termination the Lessee shall (a) remove from the premises, at the expense of the Lessee, all structures and other property not belonging to the Lessor; and (b) restore the surface of the ground to as good condition as the same was in before such structures were erected, including, without limiting the generality of the foregoing, the removal of foundations of such structures, the filling in of all excavations and pits and the removal of all debris and rubbish, all at the Lessee's expense, failing in which the Lessor may perform the work and the Lessee shall reimburse the Lessor for the cost thereof within thirty (30) days after bill rendered.

In case of the Lessee's failure to remove said structures and other property, the same shall, upon expiration of said thirty (30) days after the termination of this lease, become and thereafter remain the property of the Lessor; and if within one (1) year after the expiration of such thirty (30) day period the Lessor elects to and does remove, or cause to be removed, said structures and other property from the

leased premises, the cost of such removal plus the cost of restoring the surface of the ground as aforesaid will be reimbursed to the Lessor by the Lessee within thirty (30) days after the bill is rendered.

Section 15. Successors and Assigns. Subject to the provisions of Section 4, hereof, this agreement shall be binding upon and inure to the benefit of the parties hereto and their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first herein written.

TOWN OF WEST YELLOWSTONE

By _____
Daniel Sabolsky, Town Manager

ATTEST:

Elizabeth Roos, Town Clerk

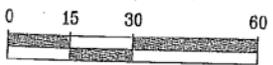
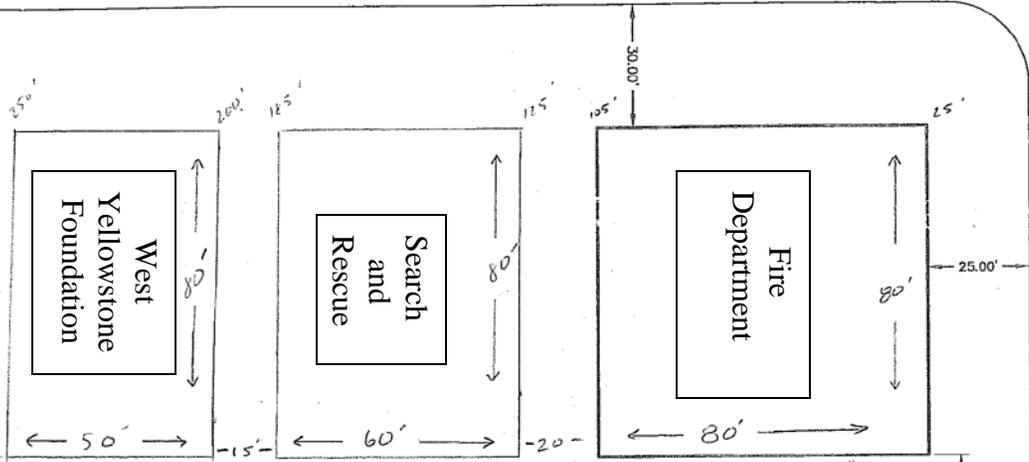
WEST YELLOWSTONE FOUNDATION

By _____
Toni Brey, Chairperson

YELLOWSTONE

FAITHFUL

ATTACHMENT "A"



SCALE: 1"=30'
CONTOUR INTERVAL
MAJOR=5'
MINOR=1'



ORDINANCE No. 270

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING CHAPTER 12, PART 28 OF THE WEST YELLOWSTONE MUNICIPAL CODE TO UPDATE THE PROVISIONS ON CEMETERIES AND TO RENAME THE CEMETERY “FIR RIDGE CEMETERY”.

WHEREAS, the Town Council of the Town of West Yellowstone believes that it is in the best interests of the health, safety and welfare of the citizens of West Yellowstone to provide for the burial of the human dead; and

WHEREAS, the Town Council of the Town of West Yellowstone believes that a cemetery must be governed and maintained in order to provide for the permanent care and funding of the cemetery; and

WHEREAS, in 1978, the Town adopted an Ordinance to provide for the administration of the West Yellowstone Cemetery, which was codified at Chapter 12, part 28 of the West Yellowstone Municipal Code, (the “Cemetery Ordinance”); and

WHEREAS, the Cemetery Board has proposed several amendments to the Cemetery Ordinance which are meant to clarify the rules and regulations for the administration of the cemetery, such amendments being set out in Exhibit A attached hereto; and

WHEREAS, the Cemetery Board has proposed to change the name of the cemetery from the West Yellowstone Cemetery to the Fir Ridge Cemetery; and

WHEREAS, the Town considered the amendments to the Cemetery Ordinance on first reading at a public meeting duly noticed and held on March 3, 2020, at which time it heard public input regarding the proposed changes to the ordinance; and,

WHEREAS, the Town consider the amendments to the Cemetery Ordinance on Second Reading on March 17, 2020; and find that the proposed amendments are in the best interests of the cemetery and of the welfare of the citizens of the Town of West Yellowstone and that all citizens will benefit from the amendments as proposed.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the following amendment be made to the municipal code of the Town of West Yellowstone, effectively amending Chapter 12, Part 28 as set out in the attached Exhibit A.

REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

EFFECTIVE DATE: This Ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

SEVERABILITY: If any portion of this Ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this Ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this _____ day of _____, 2020.

Mayor Jerry Johnson

Council Member Brad Schmier

Council Member Greg Forsythe

Council Member Travis Watt

Council Member Jeff Mathews

ATTEST:

Town Clerk Elizabeth Roos



EXHIBIT "A" TO CEMETERY ORDINANCE

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 Town's Finance Department 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 Town's Finance Department--Duties--Accounts.

It shall be the duty of the Finance Department to receive monies payable to the cemetery, from whatever sources derived. (Ord. 76 §3, 1978)

12.28.060 Cemetery Superintendent--Duties--Burial register.

It is the duty of the Cemetery Superintendent and Town Clerk to keep a register of and to 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 thereof to the Town Clerk, who shall, without fee or charge, deliver to such person a copy of the application stating the lot and block to be purchased. 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 lot and block and the amount paid for the same. (Ord. 76 §7, 1978)

ARTICLE II. FUNDS

12.28.100 Cemetery fund.

The town council shall by resolution set the fee schedule for lot fees, burial fees and all other related fees. All monies received from the sale of lots in the cemetery and all monies 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 be deposited into a fund to be known as the Cemetery Fund. Additional funds may 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 for 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 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 Fir Ridge Cemetery. (Ord. 76 §16(part), 1978)

12.28.170 Purpose of cemetery.

The grounds of the Fir Ridge 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.

Motorized vehicles pulling trailers exceeding a total length of thirty-five (35) feet will not be allowed within the cemetery grounds. All other vehicles/modes of travel including, but not limited to, horses, snowmobiles, cross-country skis, ATV/UTVs and on/off-road motorcycles shall be restricted to established roadways and shall not exceed a speed of ten (10) miles per hour. (Ord. 76 §16(3, 4), 1978)

12.28.200 Dogs at large.

Unleashed dogs will not be allowed within the cemetery grounds. (Ord. 137 §7(part), 1989; Ord. 76 §16(5), 1978)

12.28.210 Alcoholic Beverages.

Consumption of alcoholic beverages of any kind will not 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. (Ord. 76 §16(9), 1978)

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. Ord. 76 §16(10,), 1978)

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 are also 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 specifications of the box or vault to enclose the casket 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 burial of cremains.
- D. The purchase price of the lot 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. Lot 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 a maximum of five (5) 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 ~~by him~~ 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 approval 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 (\$1,000.00) dollars 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 Fir Ridge Cemetery, and when so

approved by the Town Council, any person may purchase any lot at the price designated by Council resolution. 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 lot subject to 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 lot 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 them 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)

RESOLUTION NO. 740

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO SET FEES FOR THE USE OF FIR RIDGE CEMETERY

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

WHEREAS: The Town Council has the authority under Section 7-5-4101, MCA, to set fees for certain services provided to the citizens of the Town; and

WHEREAS: The Fir Ridge Cemetery Board has requested that the Town increase the fees currently set for the use of the cemetery; and

WHEREAS: The Town Council believes that it is in the best interests of the citizens of the Town and the Fir Ridge Cemetery to set the fees for the use of the cemetery as proposed by the Cemetery Board.

NOW, THEREFORE, BE IT RESOLVED: The Town Council of the Town of West Yellowstone, Montana hereby resolves and sets the fees to be charged by the Town staff as follows:

LOT FEES

- Full lot: **\$100.00**
- Cremains lot: **\$ 50.00**
- Perpetual Care (Required): **\$ 50.00**

FULL BURIAL FEES

Cost of Burial Services (Town responsible for digging/backfilling):

- Town employees present during service and burial
- All equipment required
- Re-inspection after six months **\$450.00**

Cost of Burial Permit (Outside contractor responsible for digging/backfilling):

- Locate and mark prior to digging by outside contractor
- Oversight of grave opening
- Oversight and inspection of backfilling of grave
- Re-inspection after six months **\$150.00**

Cost of permit for installation of monument by outside individual:

- Includes locate and mark of gravesite **\$ 20.00**

CREMAINS BURIAL FEES

Cost of Cremains Burial Services (Town responsible for digging/installation):

- Location and opening of installation site
- Town employees present during service
- Closing of site
- Reinspection after six months **\$100.00**

Permit for burial by outside individual:

- Requires locating and marking plot/grave prior to installation **\$ 20.00**

This Resolution is effective upon signing in accordance with Section 7-5-4203(2), MCA.

DATED this ____ day of _____, 2020.

Mayor Jerry Johnson

Council Member Brad Schmier

Council Member Greg Forsythe

Council Member Travis Watt

Council Member Jeff Mathews

ATTEST:

Town Clerk Elizabeth Roos



POLICY #39, 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 Finance Director.
- 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.
- Cremains plots will be similarly measured. Cremains plots 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 Office 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 Public Services Superintendent has consulted with the Chair of 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 method preferred by 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 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 US 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 using Town equipment or equipment secured by the Town. 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 if necessary.
- 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 Superintendent of Public Works 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 need 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 Public Services Superintendent.