

**TOWN COUNCIL SPECIAL MEETING**  
**Monday, September 17, 2018**  
**2:00 PM**  
**Town Council Chambers**

**NOTICE:** The video and audio for this meeting are streamed to the public via the internet and mobile devices with views that may encompass all areas, participants, and audience members. *Please silence all electronic devices during the meeting.*

**I. OPENING / ROLL CALL**

**II. DISCUSSION/ACTION ITEMS**

- A. Town Square Monument Refurbishment (Larry Pardee, Town Manager)

Documents:

[A\\_TownSquareMonument.pdf](#)

**III. ADJOURN**

*Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.*



# TOWN COUNCIL

## WORKSHOP AGENDA DOCUMENTATION

**PREPARATION DATE:** September 12, 2018  
**MEETING DATE:** September 17<sup>th</sup>, 2018

**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Larry Pardee  
**PRESENTER:** Larry Pardee

**SUBJECT:** Town Square Monument Refurbishment

### PURPOSE OF WORKSHOP ITEM

The purpose of the agenda item is for Town Council to review and provide direction on the proposal by the Jackson Hole American Legion Post 43 to replace the existing monument at the center of the Town Square.

### DESIRED OUTCOME

The desired outcome is for Town Council to provide input, feedback and direction going forward to staff and the American Legion.

### BACKGROUND/ALTERNATIVES

At the August 6<sup>th</sup>, 2018 Town Council meeting under Public Comment Town Council heard a request from the JH American Legion Post 43 to consider their proposal to remove and replace the monument base. Cliff Poindexter and Joe Burk both petitioned the Council for help and consideration of their proposal. Mayor Muldoon indicated he and staff would get back with them to help provide guidance on the process going forward.

First staff set up a meeting with the Parks & Recreation Board on August 9<sup>th</sup>, 2018 which allowed the board to review the proposal. The Parks & Recreation Board concluded that the proposed size and scale is consistent with the current monument base. Also, the Board recommended that the Design Review Committee (DRC) and the Public Art Task Force (PAT) provide input on design, color and style for the Town Square location. Town staff reviewed the recommendation for the Design Review Committee to provide input on the requested refurbishment and determined it was not the correct role for DRC, and the PAT was the committee who was best suited to review and provide feedback on the proposed monument base replacement/refurbishment.

Next staff set up a meeting with the PAT on August 24<sup>th</sup>, 2018 to allow them the opportunity see and hear the American Legion proposal for the removal and replacement of the monument base. We have received their comments and feedback which is an attachment to this staff report.

In summary, the PAT recommends the project proceed through a public review process. Their position is that the Town Square is the physical and social center of the town and therefore they would encourage a community inclusive review process of the new design to ensure the new memorial is a representative of broad community values.

The PAT identified four possible scenarios for addressing this request:

1. One scenario would be that any decision on the monument be delayed until a monument and memorial policy and related procedures are drafted by the PAT with input from the Mayor and Council,

Teton County Parks and Recreation, Jackson Community Pathways, Town Senior Staff, the Town Attorney and other Town and County agencies charged with oversight of public spaces and adopted by the Town Council. Once that policy and related procedures is adopted, this request would then be processed according to those provisions.

2. A second scenario would be that the memorial should not be changed, and the Town should provide maintenance and conservation of the memorial because the Town Square is listed on the National Register of Historic Places. Once the memorial is 50 years old, it may become a "contributing factor" to the designation on the National Register of Historic Places.

3. A third scenario would be to direct the American Legion to follow Veteran's memorial policies and local design guidelines and that the American Legion should work with a licensed landscape architect and/or architect to revise the design to address maintenance concerns and to select materials that closely match the western look and feel of the Town Square including unpolished natural stone in colors that match the existing stone features of the Town Square. The revised proposal could then be brought back to the Council for consideration. This scenario could be in combination with the first scenario listed above.

4. A fourth scenario would be that the monument is updated as proposed to broadly recognize all veterans and to act as a prominent gathering space for memorial events. The new updated memorial could be located at the American Legion Lodge or a significant geographical location that includes detailed plaques with names of all the veterans who served in the 7 wars to date for more contemplative viewing.

Staff would like to note this proposed remodel of the monument base has highlighted the need for the Town to create a written public process to deal with this request and/or others that may come forward in the future.

Staff makes no recommendation at this time but understands the desires of the American Legion members and respects the historical significance of the existing monument and the need to upgrade the structure to be respectful to all of the community members having served our nation. Staff also understands and respects the need for public review of proposals affecting public spaces.

Town Council has several options for consideration:

1. Direct the Public Art Task Force to prepare and propose a monument and memorial policy and procedure involving all appropriate stakeholders to the Town Council for approval and once approved, direct the American Legion to process their request through that newly adopted policy.
2. Approve the request to update/replace the base of the monument in the Town Square honoring local veterans as proposed by the American Legion and direct the Public Art Task Force to bring forward a monument and memorial policy to address any future requests of this nature.
3. Discuss the request and postpone any action to a future Town Council workshop until additional information is provided.
4. Deny the request to update/replace the base of the monument in the Town Square and instead provide funding and support to relocate the monument to an alternate public location or to the American Legion property and direct the Parks and Recreation staff and Board to provide a recommendation on an alternative landscaping/public amenity design for the center of the Town Square.
5. Take no action.
6. Other.

## STAKEHOLDER ANALYSIS

The stakeholders include the members of the American Legion, the Town Council as the final decision maker, the community of residences and guests who cherish and enjoy George Washington Memorial Park as their Town Square, the veterans residing in the community, and veterans that may visit our community.

## FISCAL IMPACT

The fiscal impact would need to be fleshed out with American Legion and agreed to prior to the start of any improvements. It is staff's understanding that the American Legion pledged that they would pay all the costs related to design, construction, and installation of the newly refurbished monument. Direct cost to the Town of Jackson may include sprinkler adjustments, boardwalk repair/finish work.

## STAFF IMPACT

Town staff have spent a notable amount of time meeting with all of the parties involved and attempting to work through and understand how best to process the request and also to realize the current lack of a policy to address monuments and memorials. Staff would spend a considerable amount of time working with the American Legion and any contractor they hire to oversee construction, protect the existing infrastructure, and generally provide project oversight. This could include staff from Public Works as well as staff from Parks and Recreation.

## LEGAL ISSUES

The Town Attorney has provided some research and documents as attachments for this discussion.

## ATTACHMENTS

Please see attached copies of documents from legal, the PAT, and the Parks & Recreation Board.

## RECOMMENDATION

Staff makes no recommendation at this time but understands the desires of the American Legion members and respects the historical significance of the existing monument and the need to upgrade the structure to be respectful to all of the community members having served our nation. Staff also understands and respects the need for public review of proposals affecting public spaces.

## SUGGESTED MOTION

While staff makes no recommendation, should the Council be ready to take action on this item, one possible motion would be:

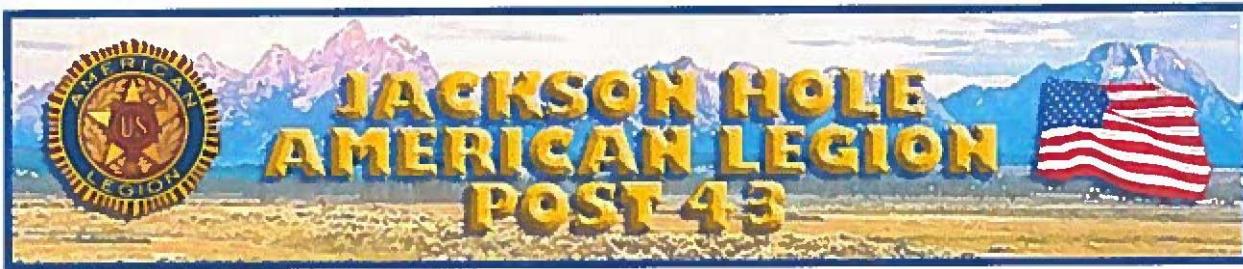
I move to direct the Public Art Task Force to prepare and propose a monument and memorial policy and procedure involving all appropriate stakeholders to the Town Council for approval and once approved, direct the American Legion to process their request through that newly adopted policy and procedure.

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Synopsis for PowerPoint (120 words max): *The information entered in this section will be displayed on the monitors in the Council Chambers during meetings. In 120 words or less, provide a brief synopsis of the agenda documentation and any relevant information that should be displayed on the monitors, for example, purpose, background, or fiscal impact.*

Purpose:

The purpose of the agenda item is for Town Council to review and provide direction on the proposal by the Jackson Hole American Legion Post 43 to replace the existing monument at the center of the Town Square.



## Monument Remodel in George Washington Park Overview

The American Legion Post 43 of Jackson Hole Wyoming is desiring to remodel our existing monument due to two main factors. First, the existing monuments mortar is crumbling and beginning to look poorly, as well as the planters are deteriorating. Second, we need to honor 500+ veterans from this county which have their names unlisted currently. There are presently 455 names on the existing monument. With the combined requirements of existing and current qualifying deceased individuals, we will be nearing 1000 names of veterans from this area.

The plan for the remodel is to begin in October and will consist of the removal of the existing monument. The General Contractor will remove the existing plaques and remove all masonry down to the existing I-Beam supporting the bronze Wyoming cowboy on the bronc. The area will be cleaned and eight supporting concrete piers will be dug and pored. In addition, the eight concrete grade beams making up the eight sides will be poured. This will be done in accordance with the structural engineering plans provided by Nelson Engineering. Once all work is completed, a safety fence will be erected, and the entire site covered during the winter.

Once the warm weather returns in the spring of 2019, the metal frame will be installed and secured to the eight concrete support piers. Finally, the General Contractor will install all the pre-built and laser etched panels as well as connect the LED lights to the seats. Each panel is W' thick black polished laser etched granite. There are currently seven wars that the United States and the Legion recognizes, WW I, WW II, Korea, Vietnam, Persian Gulf, War in Afghanistan, and the War in Iraq. Each panel will represent one of these wars. The eighth panel is for a future war, which we hope is never needed. The bottom of each panel will display an iconic picture from each of the wars. The very bottom eight panels are

designated areas that we would like to give to the town of Jackson to display pictures of art that portrays Jackson's history. This could be a horse drawn stagecoach, the first all-female town council, etc. We have designed the monument so that the planters can be removed, and grates installed at the end of each year. The grates will allow rain and snow to pass through and keep trash from entering the space under the seats.

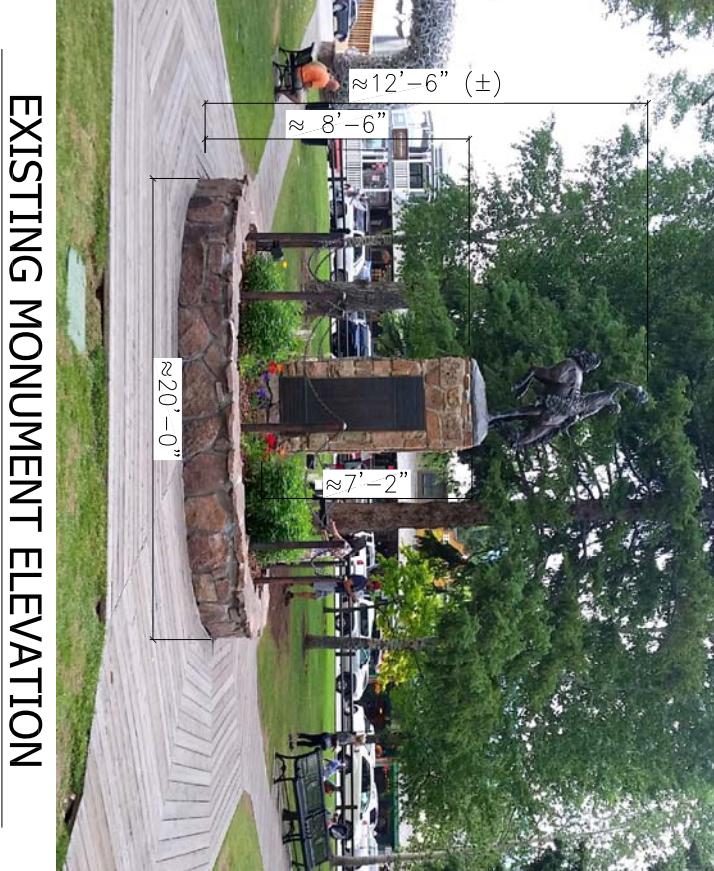
Funds for this remodel will be provided by the American Legion. We have created a new fund dedicated to this endeavor and will use this fund to remove and remodel the new monument as well as set aside a large portion as a perpetuity fund for maintenance and the addition of new names. We have quotes for the various milestones and are well able to fund this project. We are grateful that the steel fabrication and General Contractor labor hours are being donated. We have selected Teton Creative Metal Works and Dunn Right Construction as our two main local vendors to support us on this project.

We are submitting for your review, Nelson Engineering Structural plans as well as a portrayal of the new monument. Our goal is to unveil the new monument on Memorial Day 2019.

Your review and approval are greatly appreciated I

Greg McCoy  
Vice Commander  
American legion Post 43  
[gsmccoy65@gmail.com](mailto:gsmccoy65@gmail.com)  
423-762-6268



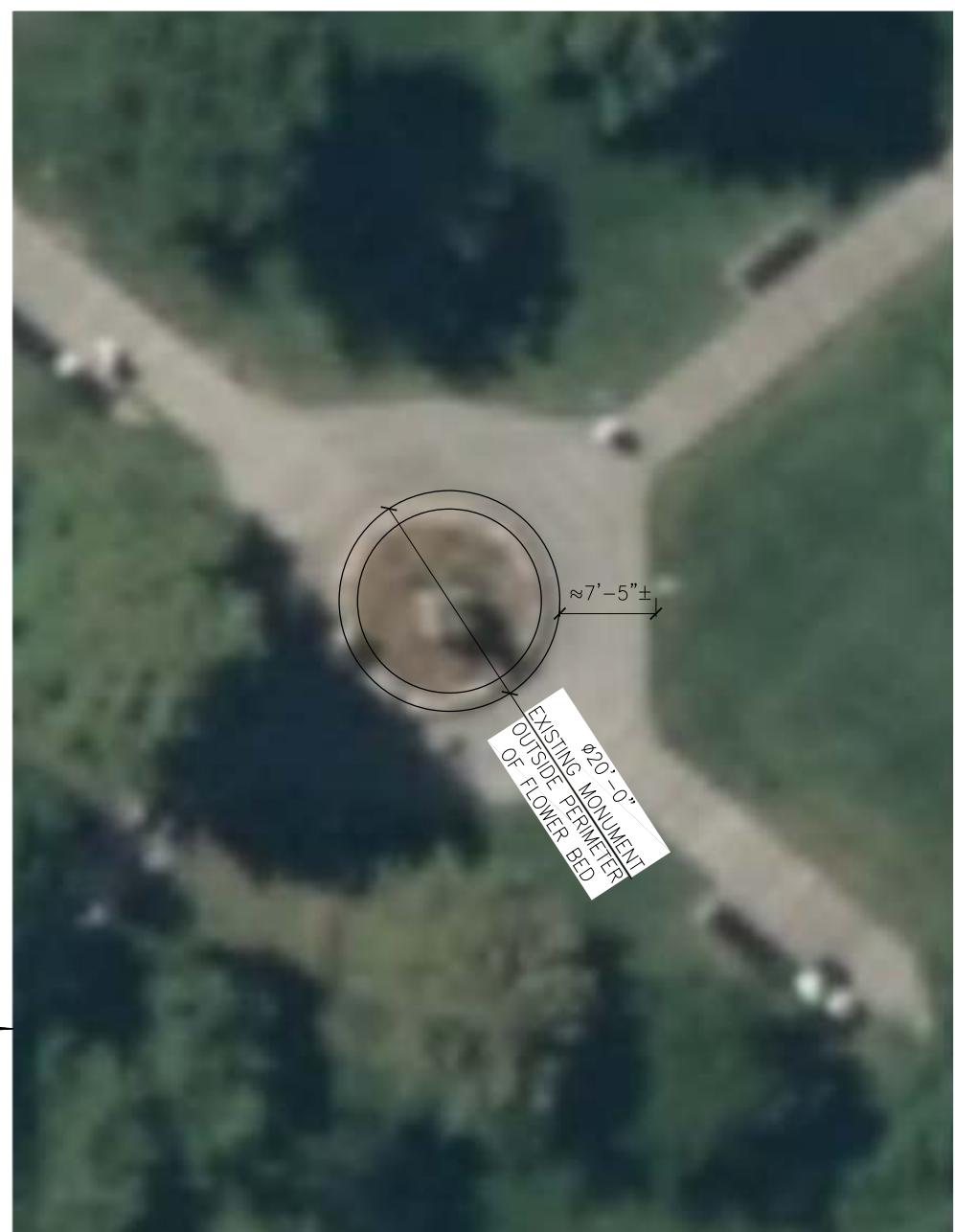


EXISTING MONUMENT ELEVATION

Scale: Not to Scale

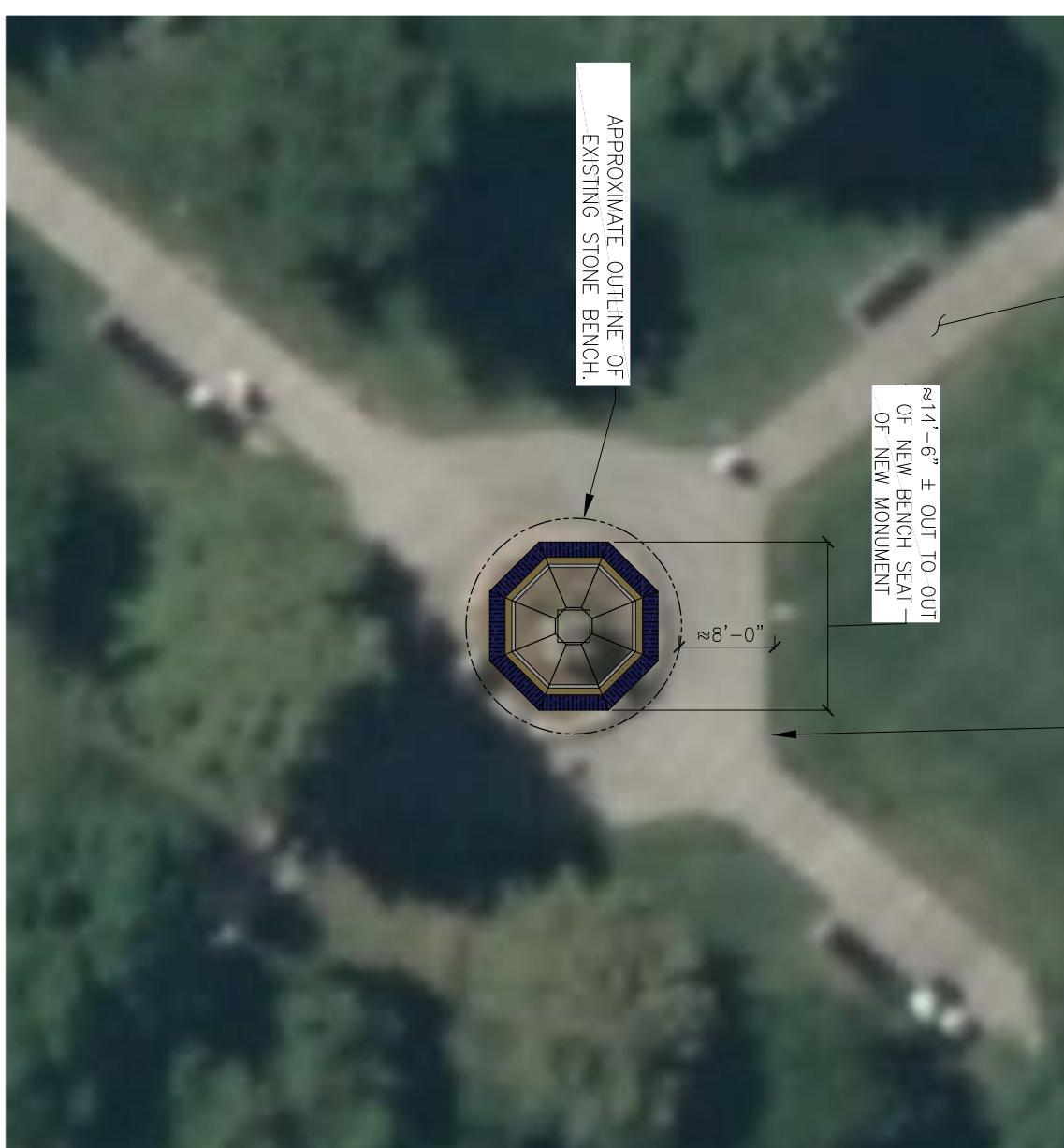
EXISTING MONUMENT AERIAL VIEW

Scale: Not to Scale



PROPOSED MONUMENT AERIAL VIEW

Scale: Not to Scale



OUTLINE OF BOARDWALK AROUND THE MONUMENT RECOMMENDED TO REMAIN. WITH NEW MONUMENT FOOTPRINT SLIGHTLY SMALLER THAN EXISTING - WOULD CREATE SLIGHTLY LARGER WALKWAY ALL AROUND.

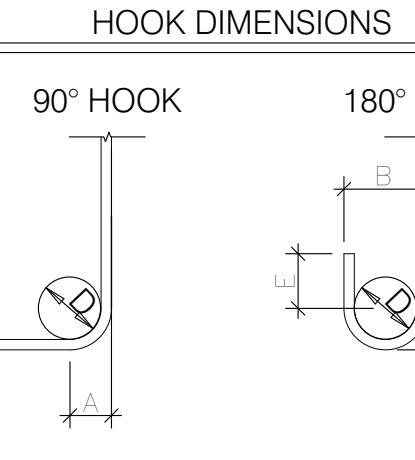
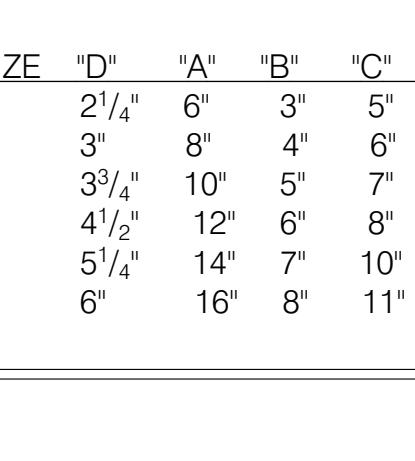
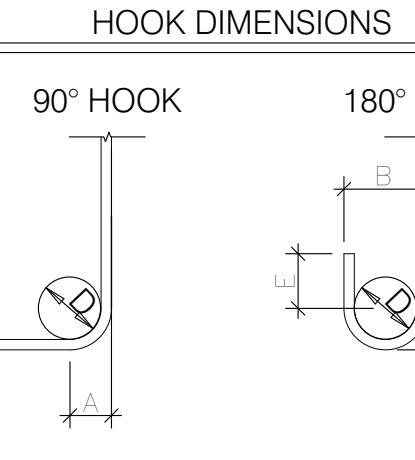
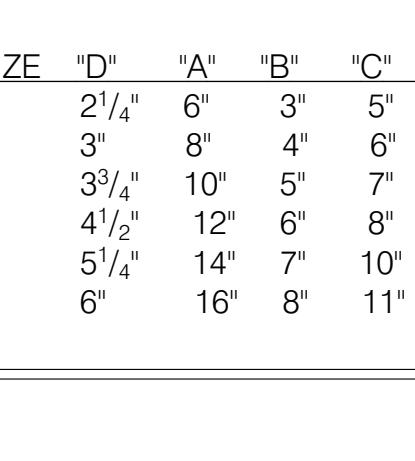
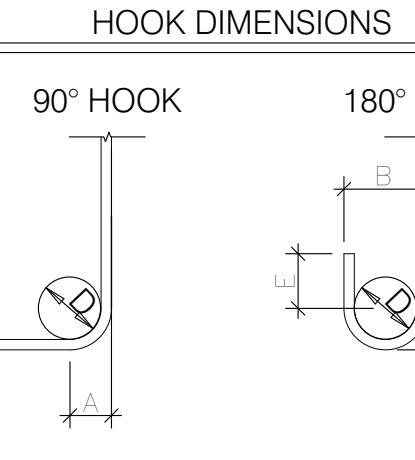
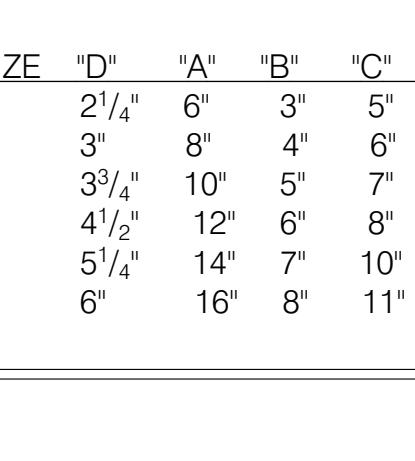
DRAWING NO	JOB TITLE
C1	American Legion Memorial Monument
JOB NO	Jackson Town Square

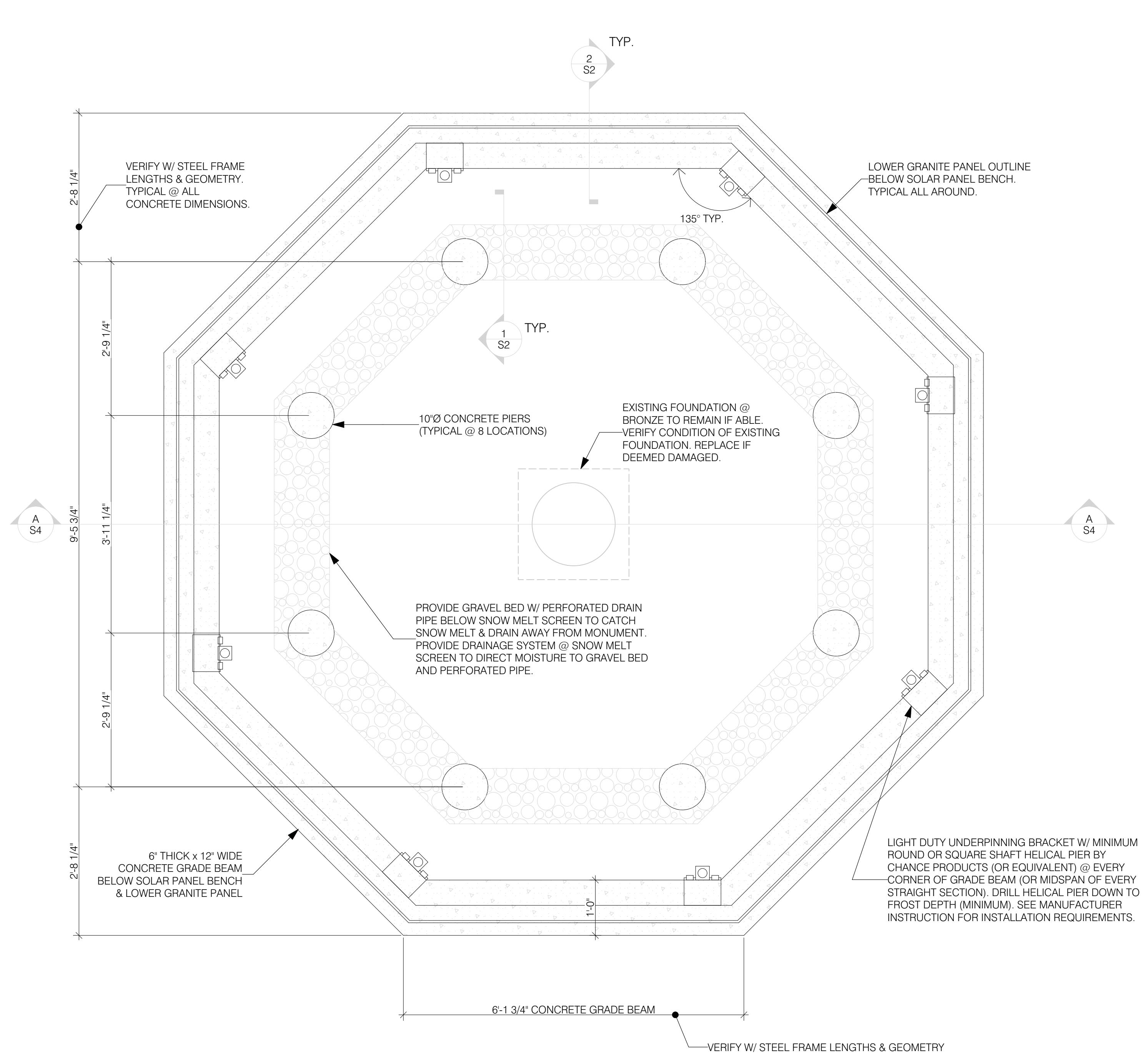
17-256-01 Jackson, Wyoming

DRAWING TITLE  
Existing Aerial View /Site Plan  
Existing Monument Elevation

**NELSON**  
**ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	7/11/2018	REV.
SURVEYED		
ENGINEERED	CMH	
DRAWN	CMH	
CHECKED	CMH	
APPROVED	CMH	

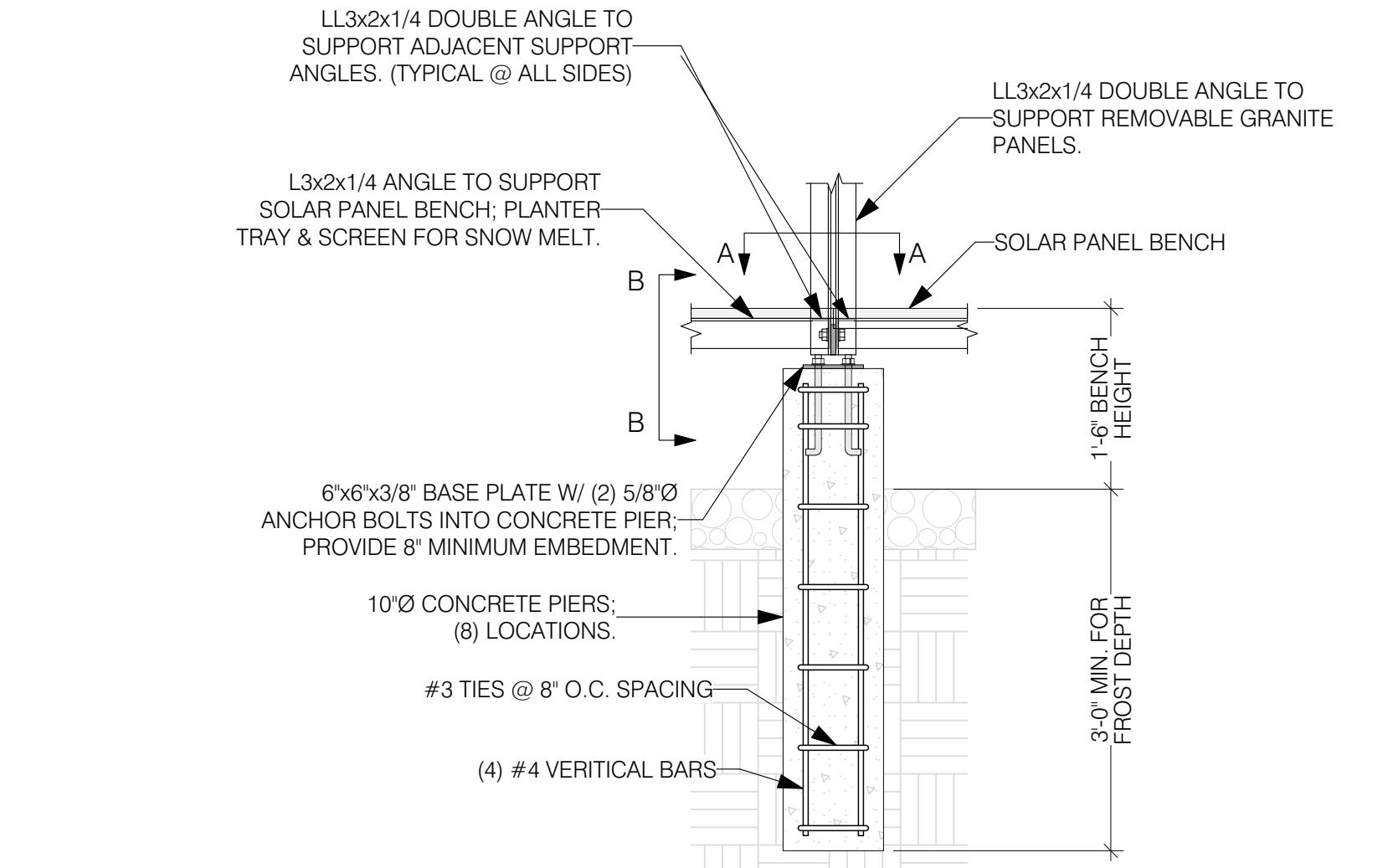
<p><b>GENERAL STRUCTURAL NOTES</b></p> <p><b>A. DRAWINGS AND SPECIFICATIONS</b></p> <ol style="list-style-type: none"> <li>The General Structural Notes apply to structural components of the "American Legion War Memorial Monument" located in Jackson, Wyoming.</li> <li>These notes and drawings were prepared for the site described herein. Use of these documents for construction on any other site requires written permission from the Engineer.</li> <li>Contractor shall verify all dimensions and site conditions in the field and coordinate prior to construction.</li> </ol> <p><b>B. GOVERNING CODES AND REFERENCES</b></p> <ol style="list-style-type: none"> <li>International Building Code (IBC), 2015 Edition.</li> <li>Building Code Requirements for Structural Concrete, American Concrete Institute (ACI 318-14).</li> <li>Steel Construction Manual, Thirteenth Edition, American Institute of Steel Construction (AISC).</li> <li>Minimum Design Loads for Buildings and other structures, (ASCE 7-10).</li> <li>Concrete Reinforcing Steel Institute (CRSI), Manual of Standard Practice.</li> </ol> <p><b>C. DESIGN CRITERIA</b></p> <ol style="list-style-type: none"> <li>Bench Snow Load: 75 psf (Town of Jackson)</li> <li>Slate Dead Load: 30 psf</li> <li>Live Load: 60 psf</li> <li>Wind: Vult: 115 mph, Exposure C; Risk Category: II</li> <li>Seismic Parameters: Lat: 43 48'0"; Long: -110.762"; Site Class D "Stiff Soil" Ss: 1.227; S1: 0.371 Fa: 1.0; Fv: 1.5; Sds: 0.826; Sdt: 0.410; Design Category: D; Risk Category: I</li> <li>Allowable Soil Bearing Pressure: 1,500 psf (assumed), Owner responsible for verification by a Geotechnical Engineer registered in the State of Wyoming.</li> </ol> <p><b>D. FOUNDATION NOTES</b></p> <ol style="list-style-type: none"> <li>Excavations for foundations shall be inspected by a Geotechnical Engineer to verify allowable soil bearing pressure, low settlement and swell potential, and to make any additional recommendations, regarding excavations, construction, ground water drainage and other.</li> <li>Fill and backfill should be approved by Geotechnical Engineer, be placed in uniform lifts and compacted to at least 95% of maximum dry density as determined by ASTM D698. Fill shall be placed in 8' maximum lifts.</li> <li>It is the responsibility of the Contractor to provide a safe working condition at underground excavations. All excavations should be laid back to safe slopes or properly shored in accordance with the most recent versions of the OSHA Construction Standards for Excavations.</li> <li>Soils beneath pedestals shall be protected from freezing.</li> <li>Drainage shall be provided away from the structure during all phases of construction.</li> </ol> <p><b>E. REINFORCING STEEL</b></p> <ol style="list-style-type: none"> <li>Concrete Reinforcing Steel shall be new billet steel conforming to ASTM A 615, Grade 60 including all #3 through #10 bars, stirrups and ties.</li> <li>Concrete welded wire fabric reinforcement shall conform to ASTM A 185. Splice length shall be a minimum 12" unless noted otherwise.</li> <li>All reinforcement shall be detailed, fabricated, and placed in accordance with the ACI Detailing Manual (SP-66), the CRSI Manual of Standard Practice, and ACI Standard Tolerances for Concrete Construction and Materials (ACI 117).</li> <li>Cold bending of reinforcing bars is to be limited to bars which have not been previously bent. Bars may be bent only once. Any bend is limited to an interior angle of 90 degrees or greater. Bending tools with the following bending diameters should be used:  #3 through #8 bars: 6 x bar diameter  #9 through #11 bars: 8 x bar diameter </li> <li>The minimum Concrete Cover over reinforcement shall be as follows unless noted otherwise on the drawings: <ol style="list-style-type: none"> <li>Concrete cast against and permanently exposed to earth:  3"..... all bar sizes </li> <li>Concrete exposed to earth or weather:  2".....#6 thru #18 bars  1-1/2"....#5 bar and smaller  1-1/2"....W31 or D31 wire and smaller </li> <li>Concrete not exposed to weather or in contact with ground:  Slabs, walls, joists:  1-1/2".... #14 and #18 bars  3/4".....#11 bar and smaller  Beams, Columns:  1-1/2".... Primary reinforcement, ties, stirrups, and spirals </li> </ol> </li> <li>All reinforcement shall be continuous unless noted otherwise. Provide bent corner bars (18"x18" unless noted otherwise) to match and lap with horizontal bars at corners and intersection of walls, beams, bond beams and footings. Dowel all vertical wall rebar to foundations. Securely tie all rebar, including dowels, in location before placing concrete or grout. "Stabbing" of bars into poured concrete is not permitted.</li> <li>All reinforcement splice locations are subject to approval. Provide shop drawings for approval by the Engineer prior to fabrication.</li> <li>Development Lengths and Lap Splices shall be in accordance with ACI 318-11. Where splice lengths are not shown on the drawings, the following shall apply:  #4 bars 25" #7 bars 54  #5 bars 31" #8 bars 62"  #6 bars 37" #9 bars 70" </li> <li>Spacings noted for rebar are not to be exceeded. Other tolerances for rebar placement shall conform to ACI 117-90.</li> <li>Securely tie reinforcement in place with double annealed 16 gauge tie wire.</li> <li>Welding of reinforcement is not permitted without approval of the Structural Engineer. Tack welding of reinforcement is prohibited.</li> <li>Precast mortar blocks or ferrous metal chairs, spacers, metal hangers or supporting wires shall be used to securely hold reinforcing bars in position. Metal chairs, bolsters, or other metal that are in contact with the exterior surface of the concrete shall be galvanized. Wood, aluminum or plastic supports shall not be used.</li> </ol>		<p><b>F. CONCRETE</b></p> <ol style="list-style-type: none"> <li>Ready-Mixed concrete shall conform to ASTM C 94. Minimum cement content shall be 5.5 bags (517 pounds) per cubic yard. Cement shall be type IIA. Cement shall conform to ASTM C 150. Aggregates shall conform to ASTM C 33. Mix designs shall be prepared in accordance with ACI 301-10.</li> <li>Submit concrete mix designs at least 15 days prior to performing work.</li> <li>Maximum water cement ratio: 0.5 - Pedestals</li> <li>Maximum Aggregate Size: 1" - Pedestals</li> <li>Construction to be in accordance with ACI 318-14 Testing, Materials, and Construction Requirements.</li> <li>Tolerances for Concrete Construction and Materials shall conform to ACI 117-90</li> <li>Concrete shall conform to ACI 301-10. Concrete shall be air-entrained as follows:  6% Severe exposure - Pedestals  Provide minimum concrete strengths as follows:  3000 psi @ 28 days at Pedestals </li> <li>No admixtures without approval. Admixtures containing chlorides shall not be used. Concrete shall not be in contact with aluminum.</li> <li>When the mean daily temperature is expected to or has dropped below 40 degrees (F) for three or more successive days, the contractor shall comply with the provisions of ACI 306R-88 "Cold Weather Concreting". Also reference chapter 12 of Portland Cement Association publication "Design and Control of Concrete Mixtures".</li> <li>Mechanically vibrate all concrete when placed.</li> <li>Minimum strength for removal of bottom forms and shoring shall be 75% of specified strength at 28 days. Wall forms may be removed in 48 hours for minimum 3000 psi concrete.</li> </ol> <p><b>G. STRUCTURAL STEEL</b></p> <ol style="list-style-type: none"> <li>Steel materials:  Channels, Angles, Plates: ASTM A 36, Fy=36ksi  Anchor Bolts: ASTM A 307  Steel to Steel Connection Bolts: ASTM A 325  Steel Nuts: ASTM A 563  Steel Washers: ASTM A 436  Threaded Rods: ASTM A 307 or A 36 </li> <li>Structural steel design, fabrication and erection shall conform to the AISC "Code of Standard Practice for Steel Buildings and Bridges" as modified by the structural drawings and/or project specifications.</li> <li>Structural steel shall be fabricated in a plant certified by the AISC as qualified to fabricate Category I - Conventional Steel Structures OR the fabricator shall demonstrate a consistent record of at least 10 successful projects of similar or greater magnitude over the preceding 5 years.</li> <li>Shop drawings shall be submitted including plans, elevations, sections, and details for fabrication and erection of structural steel framing, connections, and accessories.</li> <li>Connections may be welded or bolted unless noted on the drawings.</li> <li>Bolted Connections:  ASTM A 325 Bolts at Steel Connections  ASTM A 307 Embedded Anchor Bolts </li> <li>Welded Connections:  <ol style="list-style-type: none"> <li>All welding shall be performed in accordance with the American Welding Society "Structural Welding Code - Steel" (AWS D1.1).</li> <li>Shop drawings shall indicate the type of weld and electrodes required.</li> <li>All welding personnel shall be qualified in accordance with AWS D1.1, Section 4. Testing performed more than 6 months prior to the start of welding is acceptable, provided written documentation is submitted showing that the welder has continued to use the applicable welding process on an ongoing basis since the test was conducted.</li> <li>Welding shall be performed in accordance with the appropriate welding procedure specification (WPS) for the joint. All WPSs used by the contractor shall be prequalified per AWS D1.1.</li> <li>Groove weld preparation details shall be in accordance with AWS D1.1.</li> <li>Weld tabs shall be in accordance with AWS D1.1, and further, weld tabs shall extend beyond the edge of the joint a distance equal to a minimum of the part thickness, but not less than one inch.</li> <li>Backing bars shall be in accordance with AWS D1.1, and further, all tack welds attaching backing bars to the steel prior the welding of the joint shall be made within the joint.</li> <li>Welding inspection procedures shall meet the requirements of the AWS D1.1 and the Quality Assurance Plan.</li> <li>All Welding Inspectors shall be trained and thoroughly experienced in inspecting welding operations, and qualified in accordance with AWS D1.1. Welding Inspectors shall be Certified Welding Inspectors, or Senior Certified Welding Inspectors, as defined in AWS QC1, "Standard and Guide for Qualification and Certification of Welding Inspectors", latest edition.</li> <li>Nondestructive testing personnel shall be qualified under either of the American Society for Nondestructive Testing, Inc. (ASNT) documents referred to above.</li> </ol> </li> <li>Structural members dependent upon concrete or other structural members for support shall be adequately braced until all the structure is complete.</li> <li>Splicing of steel members is not permitted without approval of the Engineer, unless noted on the drawings.</li> <li>Changes in size or position of structural elements are prohibited unless noted as proposed changes on the shop drawings, and accepted by the Engineer.</li> <li>Fabricate all beams with mill cambers upward.</li> <li>Final bolting or welding of the structure shall not be performed until as much of the structure that will be stiffened thereby has been properly aligned.</li> <li>All re-entrant corners such as copes and blocks shall be cut and shaped notch free with a radius of at least 1/2".</li> <li>All steel members shall be given one shop coat of primer and approved paint. Surfaces to be field welded or embedded in concrete shall not be painted.</li> </ol>	<p><b>H. MISCELLANEOUS</b></p> <ol style="list-style-type: none"> <li>Changes, omissions or substitutions are not permitted without approval of the Engineer.</li> <li>All materials and workmanship shall conform to the 2015 International Building Code (2015 IBC).</li> <li>Contractor shall verify all dimensions and coordinate openings and embedded items noted on construction documents with the appropriate trades before starting work.</li> <li>It is the sole responsibility of the Contractor to ensure that the structure is temporarily braced in a manner to resist earth, wind, snow, and construction loads or combinations thereof until all supporting structures are in place and concrete is sufficiently cured.</li> <li>Existing conditions of the site and structure are to be thoroughly investigated by the contractor. The contractor shall notify the Engineer of any discrepancies between the site investigation and the contract documents before fabrication and/or construction begins.</li> </ol> <p>UNLESS NOTED OTHERWISE, THE REINFORCEMENT DETAILS IN THE FOLLOWING SCHEDULE SHALL APPLY:</p> <table border="1"> <thead> <tr> <th colspan="5">MINIMUM REINFORCEMENT LAP SPLICE LENGTHS</th> </tr> </thead> <tbody> <tr> <td>#3 - 19"</td> <td>#6 - 37"</td> </tr> <tr> <td>#4 - 25"</td> <td>#7 - 54"</td> </tr> <tr> <td>#5 - 31"</td> <td>#8 - 62"</td> </tr> </tbody> </table> <p>NOTE:  1 WHERE DIFFERENT SIZE BARS ARE LAPPED, USE LARGER BAR LAP LENGTH.</p> <table border="1"> <thead> <tr> <th colspan="5">STANDARD HOOK DIMENSIONS</th> </tr> </thead> <tbody> <tr> <td>90° HOOK</td> <td>180° HOOK</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="5"> <table border="1"> <thead> <tr> <th>BAR SIZE</th> <th>"D"</th> <th>"A"</th> <th>"B"</th> <th>"C"</th> <th>"E"</th> </tr> </thead> <tbody> <tr> <td>#3 -</td> <td>2 1/4"</td> <td>6"</td> <td>3"</td> <td>5"</td> <td>2 1/2"</td> </tr> <tr> <td>#4 -</td> <td>3"</td> <td>8"</td> <td>4"</td> <td>6"</td> <td>2 1/2"</td> </tr> <tr> <td>#5 -</td> <td>3 3/4"</td> <td>10"</td> <td>5"</td> <td>7"</td> <td>2 1/2"</td> </tr> <tr> <td>#6 -</td> <td>4 1/2"</td> <td>12"</td> <td>6"</td> <td>8"</td> <td>3"</td> </tr> <tr> <td>#7 -</td> <td>5 1/4"</td> <td>14"</td> <td>7"</td> <td>10"</td> <td>3 1/2"</td> </tr> <tr> <td>#8 -</td> <td>6"</td> <td>16"</td> <td>8"</td> <td>11"</td> <td>4"</td> </tr> </tbody> </table> </td> </tr> </tbody> </table> <p><b>STRUCTURAL NOTATION LEGEND:</b></p> <table> <tbody> <tr> <td>BTM.</td> <td>BOTTOM</td> </tr> <tr> <td>B.O.</td> <td>BOTTOM OF</td> </tr> <tr> <td>B.U.</td> <td>BUILT UP</td> </tr> <tr> <td>CLR</td> <td>CLEAR</td> </tr> <tr> <td>EL</td> <td>ELEVATION</td> </tr> <tr> <td>FDN</td> <td>FOUNDATION</td> </tr> <tr> <td>FTG</td> <td>FOOTING</td> </tr> <tr> <td>G.L.</td> <td>GRID LINE</td> </tr> <tr> <td>LONG.</td> <td>LONGITUDINAL</td> </tr> <tr> <td>O.C.</td> <td>ON CENTER</td> </tr> <tr> <td>O.H.</td> <td>OPPOSITE HAND</td> </tr> <tr> <td>SIM</td> <td>SIMILAR</td> </tr> <tr> <td>T.O.</td> <td>TOP OF</td> </tr> <tr> <td>TYP.</td> <td>TYPICAL</td> </tr> <tr> <td>U.N.O.</td> <td>UNLESS NOTED OTHERWISE</td> </tr> <tr> <td>N.T.S.</td> <td>NOT TO SCALE</td> </tr> </tbody> </table>	MINIMUM REINFORCEMENT LAP SPLICE LENGTHS					#3 - 19"	#6 - 37"	#4 - 25"	#7 - 54"	#5 - 31"	#8 - 62"	STANDARD HOOK DIMENSIONS					90° HOOK	180° HOOK			<table border="1"> <thead> <tr> <th>BAR SIZE</th> <th>"D"</th> <th>"A"</th> <th>"B"</th> <th>"C"</th> <th>"E"</th> </tr> </thead> <tbody> <tr> <td>#3 -</td> <td>2 1/4"</td> <td>6"</td> <td>3"</td> <td>5"</td> <td>2 1/2"</td> </tr> <tr> <td>#4 -</td> <td>3"</td> <td>8"</td> <td>4"</td> <td>6"</td> <td>2 1/2"</td> </tr> <tr> <td>#5 -</td> <td>3 3/4"</td> <td>10"</td> <td>5"</td> <td>7"</td> <td>2 1/2"</td> </tr> <tr> <td>#6 -</td> <td>4 1/2"</td> <td>12"</td> <td>6"</td> <td>8"</td> <td>3"</td> </tr> <tr> <td>#7 -</td> <td>5 1/4"</td> <td>14"</td> <td>7"</td> <td>10"</td> <td>3 1/2"</td> </tr> <tr> <td>#8 -</td> <td>6"</td> <td>16"</td> <td>8"</td> <td>11"</td> <td>4"</td> </tr> </tbody> </table>					BAR SIZE	"D"	"A"	"B"	"C"	"E"	#3 -	2 1/4"	6"	3"	5"	2 1/2"	#4 -	3"	8"	4"	6"	2 1/2"	#5 -	3 3/4"	10"	5"	7"	2 1/2"	#6 -	4 1/2"	12"	6"	8"	3"	#7 -	5 1/4"	14"	7"	10"	3 1/2"	#8 -	6"	16"	8"	11"	4"	BTM.	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BTM.	BOTTOM																																																																																																						
B.O.	BOTTOM OF																																																																																																						
B.U.	BUILT UP																																																																																																						
CLR	CLEAR																																																																																																						
EL	ELEVATION																																																																																																						
FDN	FOUNDATION																																																																																																						
FTG	FOOTING																																																																																																						
G.L.	GRID LINE																																																																																																						
LONG.	LONGITUDINAL																																																																																																						
O.C.	ON CENTER																																																																																																						
O.H.	OPPOSITE HAND																																																																																																						
SIM	SIMILAR																																																																																																						
T.O.	TOP OF																																																																																																						
TYP.	TYPICAL																																																																																																						
U.N.O.	UNLESS NOTED OTHERWISE																																																																																																						
N.T.S.	NOT TO SCALE																																																																																																						



# FOUNDATION PLAN

SCALE: 3/4" = 1'-0"

FOUNDATION NOTE:  
1. ALL DIMENSIONS SHALL BE VERIFIED W/ OWNER PRIOR TO STEEL FABRICATION & PRIOR TO PLACING CONCRETE. ALL DIMENSIONS NEED TO BE VERIFIED TO ENSURE ACCURATE STEEL MEMBER LENGTHS WITH RESPECT TO ANGLES & SLANTS OF MONUMENT.



SECTION A-A

SCALE: 1 1/2" = 1'-0"

10"Ø CONCRETE PIER

6"

3"

3"

6"

1 1/2"

2"

3"

1 1/2"

2"

6"x3"x1/2" KNIFE PLATE W/ 3/16" FILLET WELD ALL AROUND TO BASE PLATE.

6"x6"x3/8" BASE PLATE CENTERED IN 10"Ø CONCRETE PIER W/ (2) 5/8"Ø ANCHOR BOLTS; PROVIDE 8" MIN. EMBEDMENT INTO CONCRETE PIER.

L3x2x1/4 ANGLE -OR- BENT CONNECTION TO DOUBLE SEE 2/S4 FOR CONNECTION

CL OF THRU BOLTS

6"x6"x3/8" BASE PLATE  
10"Ø CONCRETE PIER  
ANCHOR BOLTS  
EMBEDMENT INTO

PLATE; ANGLE. DETAIL.

1 1/2"

1 1/2"

1 1/4"

1/4" GAP

1 1/4"

2 3/4"

2"

1 1/4"

1 1/4"

58°

2"

1 3/4"

6"x3"x1/2" KNIFE PLATE W/ 3/16" FILLET WELD ALL AROUND TO BASE PLATE. PROVIDE 5/8"Ø THRU BOLT TO EACH DOUBLE ANGLE.

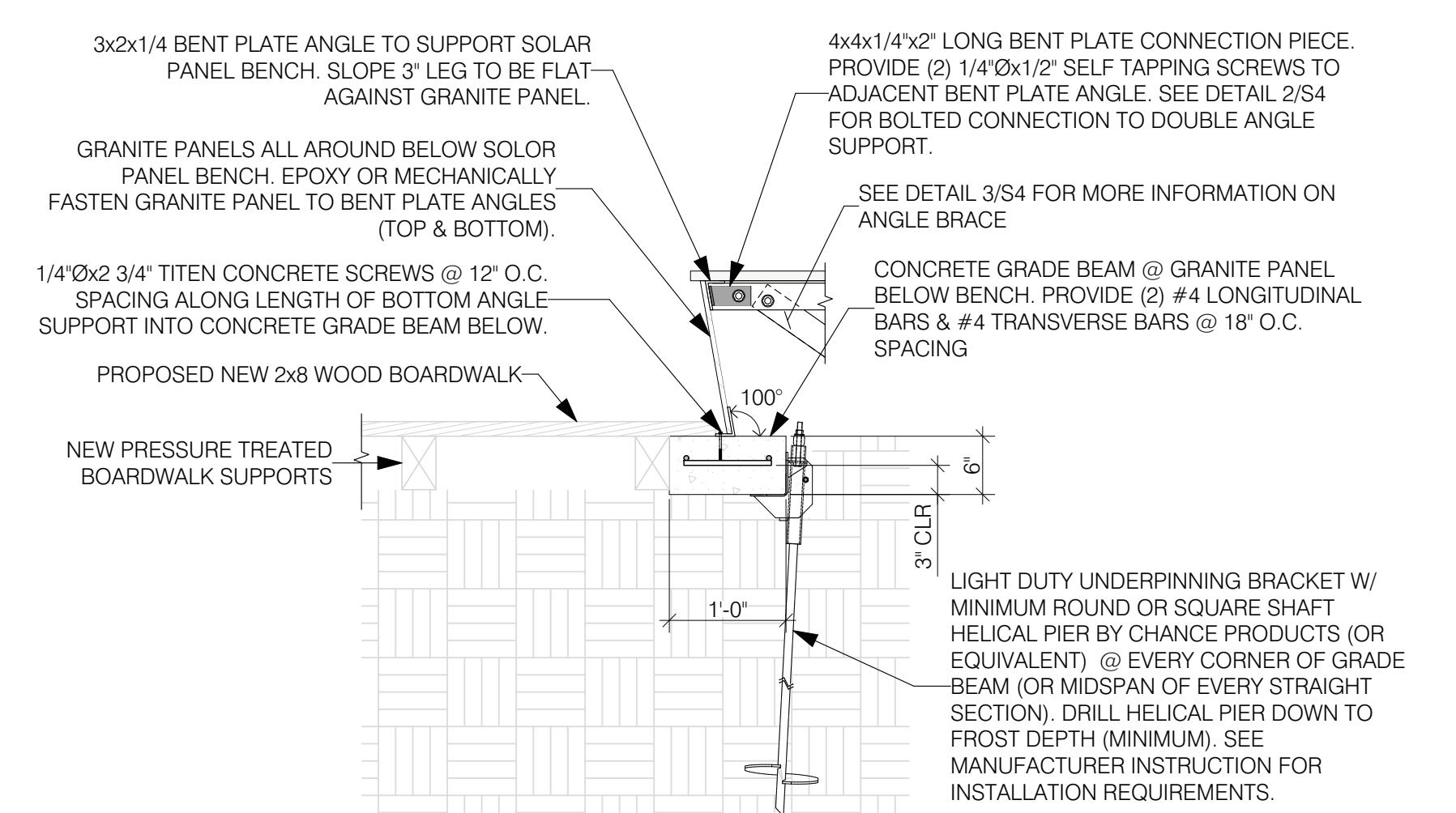
10"Ø CONCRETE PIER

PLATE CENTERED IN PIER W/ (2) 5/8"Ø BOLTS; PROVIDE 8" MIN. CLEARANCE TO CONCRETE PIER.

LL3x2x1/4 DOUBLE ANGLE TO SUPPORT REMOVABLE GRANITE. CUT END OF ANGLE TO NOT INTERFERE W/ DOUBLE ANGLE @ BENCH FRAMING SUPPORT.

## 1 TYPICAL CONCRETE PEDESTAL DETAIL

1 1/2" S2 SCALE: 3/4" = 1'



## GRADE BEAM DETAIL

S2      SCALE: 3/4" = 1'-0"

**95% PRELIMINARY DESIGN SET  
FOR COORDINATION ONLY  
NOT FOR CONSTRUCTION**

DRAWING NO.		JOB TITLE		DRAWING TITLE	
12		AMERICAN LEGION MOMUMNET TOWNSQUARE JACKSON, WY		FOUNDATION PLAN & DETAILS	
JOB NO.		17-256-01		733-2087	
REV.		5/24/2018		P.O. BOX 1599, JACKSON WYOMING (307)	
SURVEYED		ENGINEERED		WAA	
DRAWN		DRAWN		WAA	
CHECKED		CHECKED		CMH	
APPROVED		APPROVED		CMH	

# NELSON ENGINEERING

P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087

DRAWING TITLE  
STEEL FRAME LAYOUT

JOB TITLE  
AMERICAN LEGION MONUMENT  
TOWN SQUARE  
JACKSON, WY

DRAWING NO.  
S3

JOB NO.  
17-256-01

DATE 5/24/2018 REV.

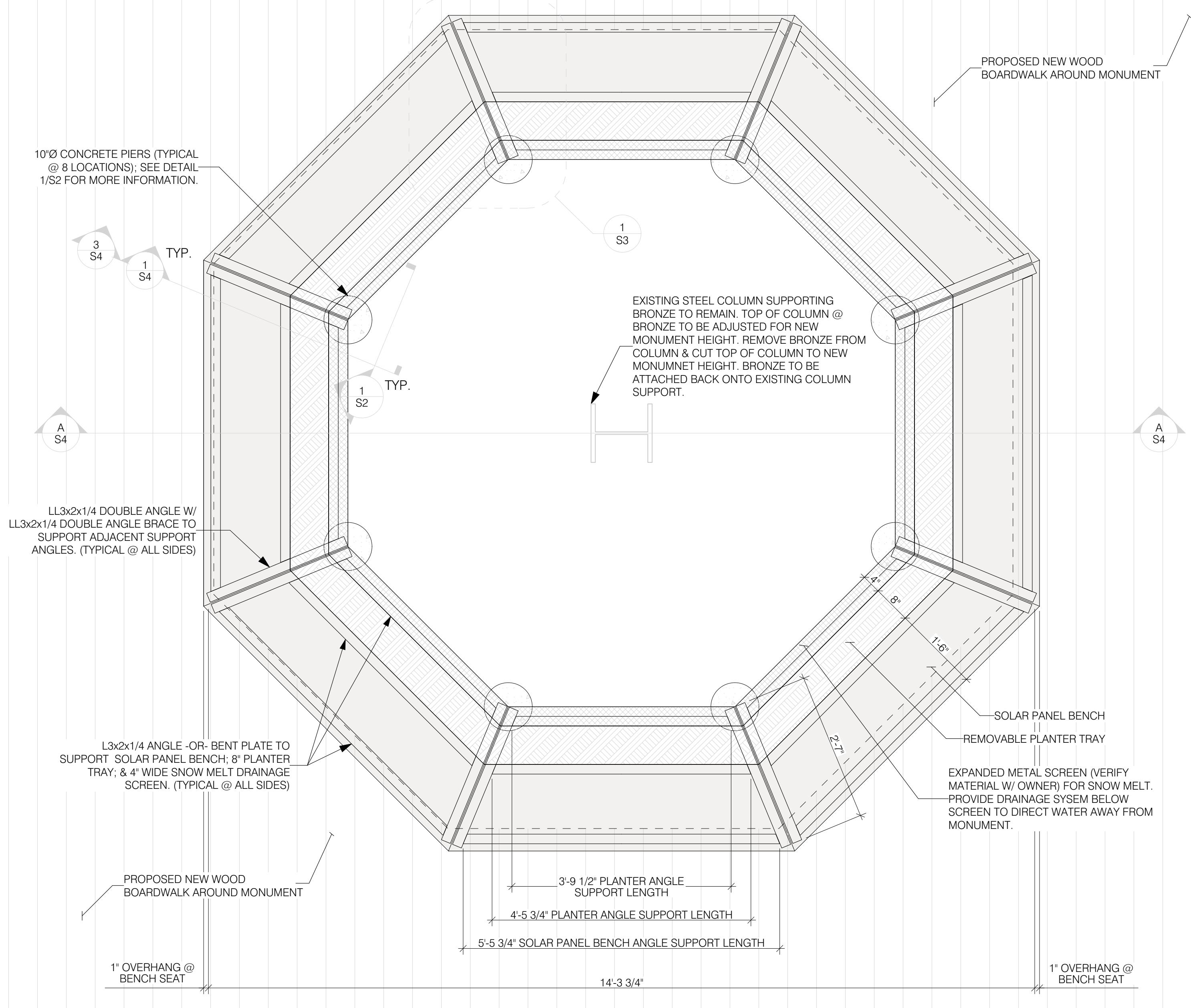
SURVEYED

ENGINEERED

DRAWN

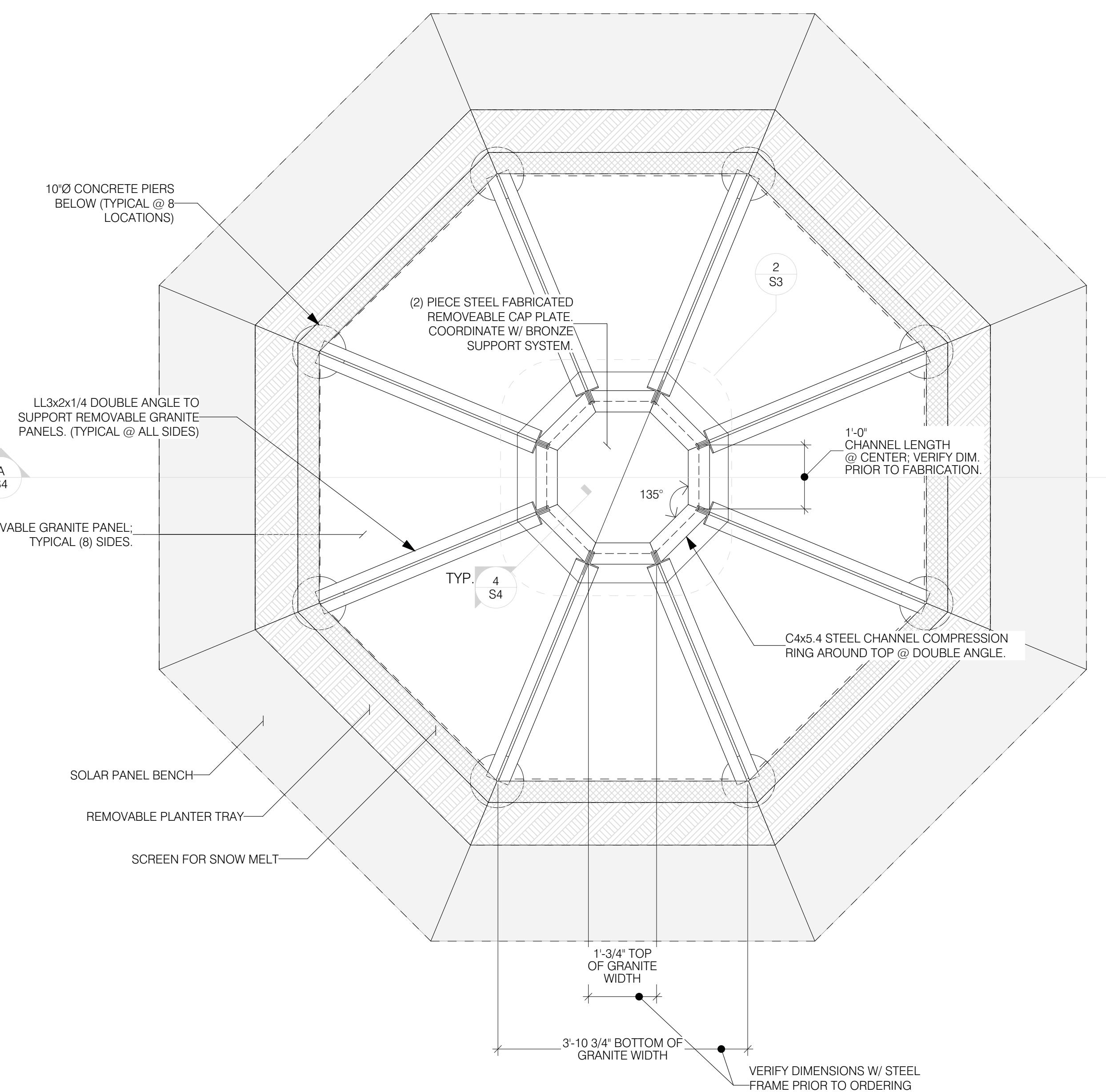
CHECKED

APPROVED



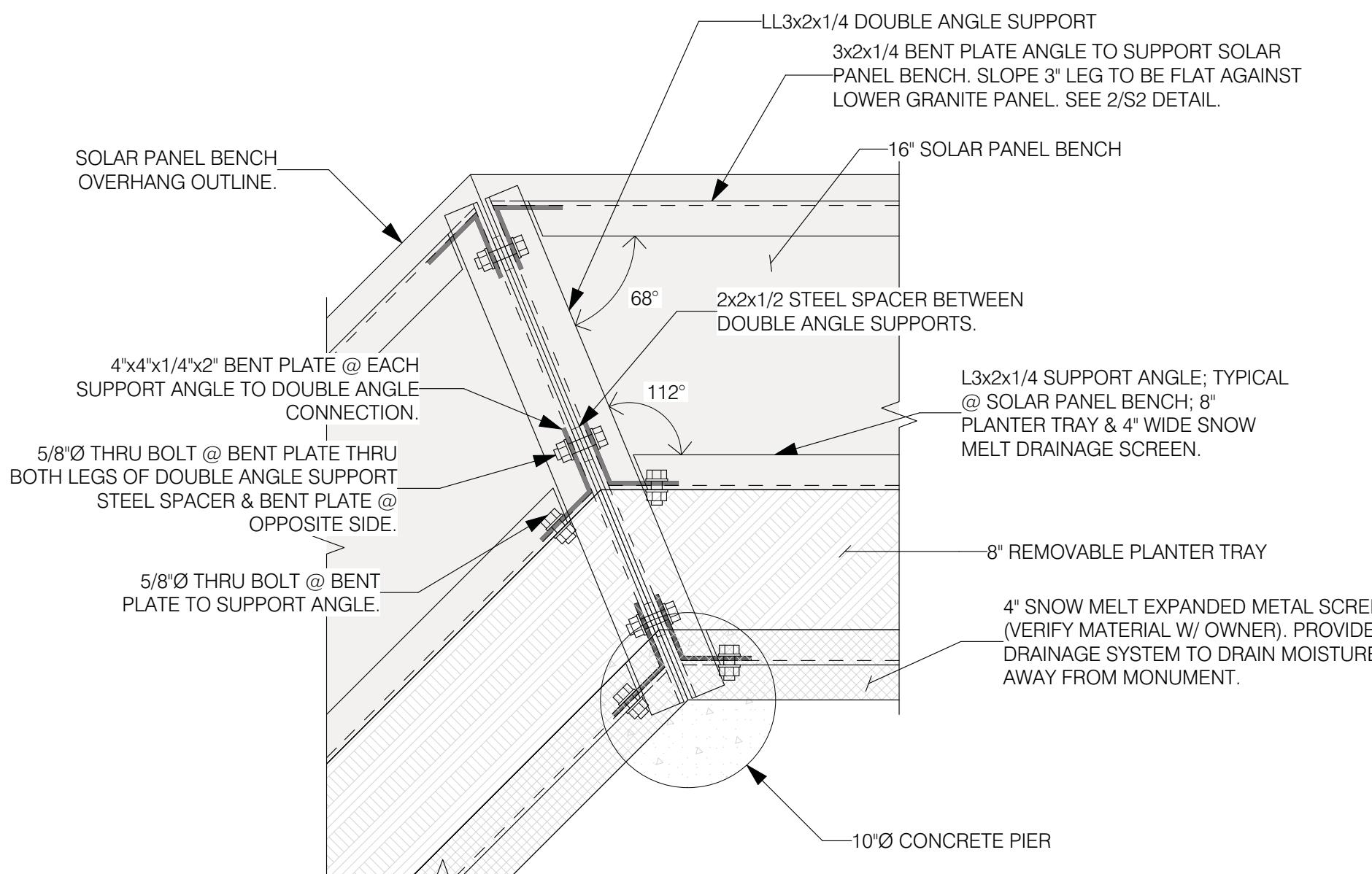
## BENCH FRAME LAYOUT

SCALE: 3/4" = 1'-0"



## MONUMENT FRAME LAYOUT

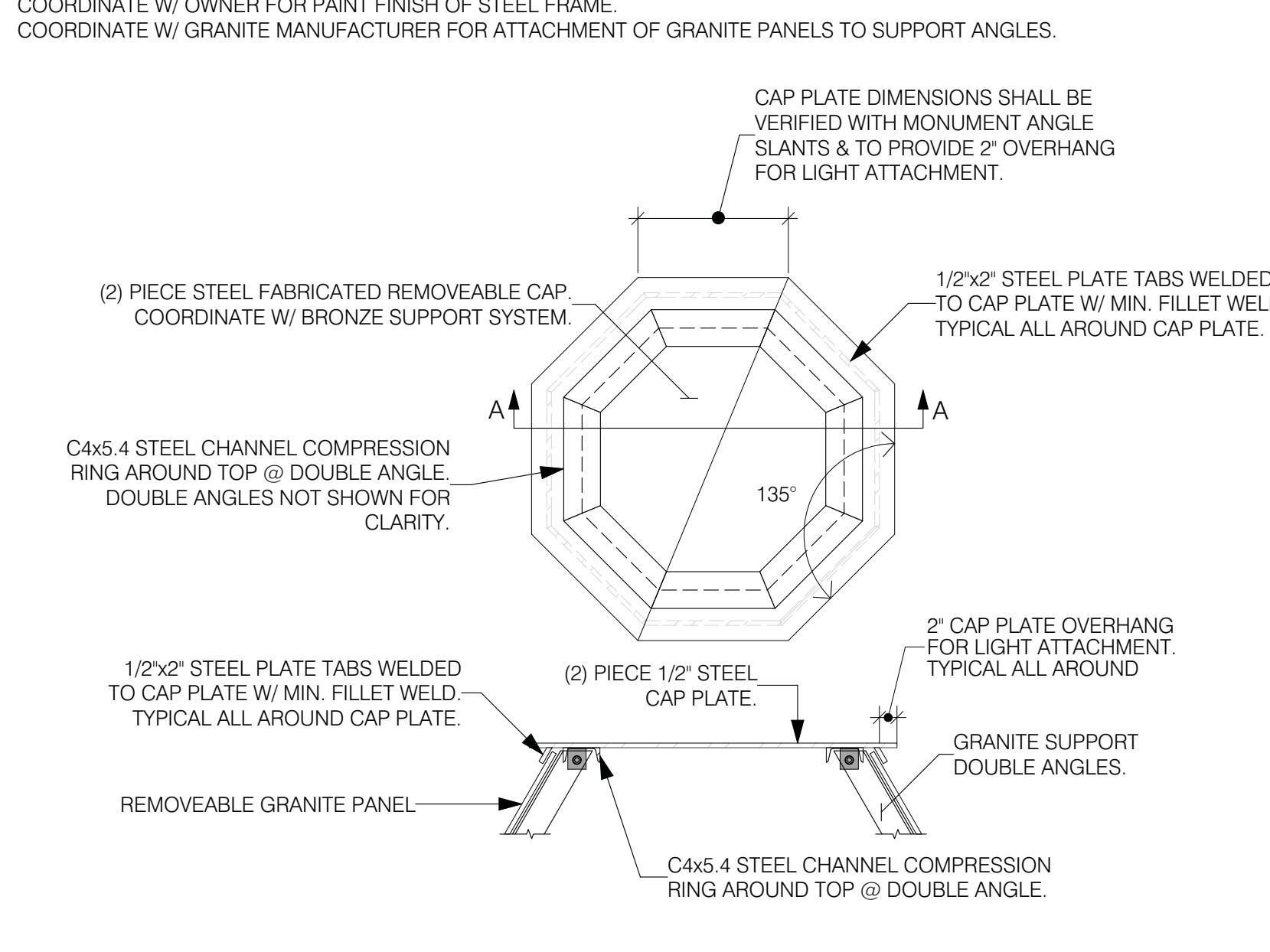
SCALE: 3/4" = 1'-0"



NOTE: SEE 2/S4 FOR MORE INFORMATION ON TYPICAL BENT PLATE CONNECTION.

## BENCH FRAME CONNECTION DETAIL

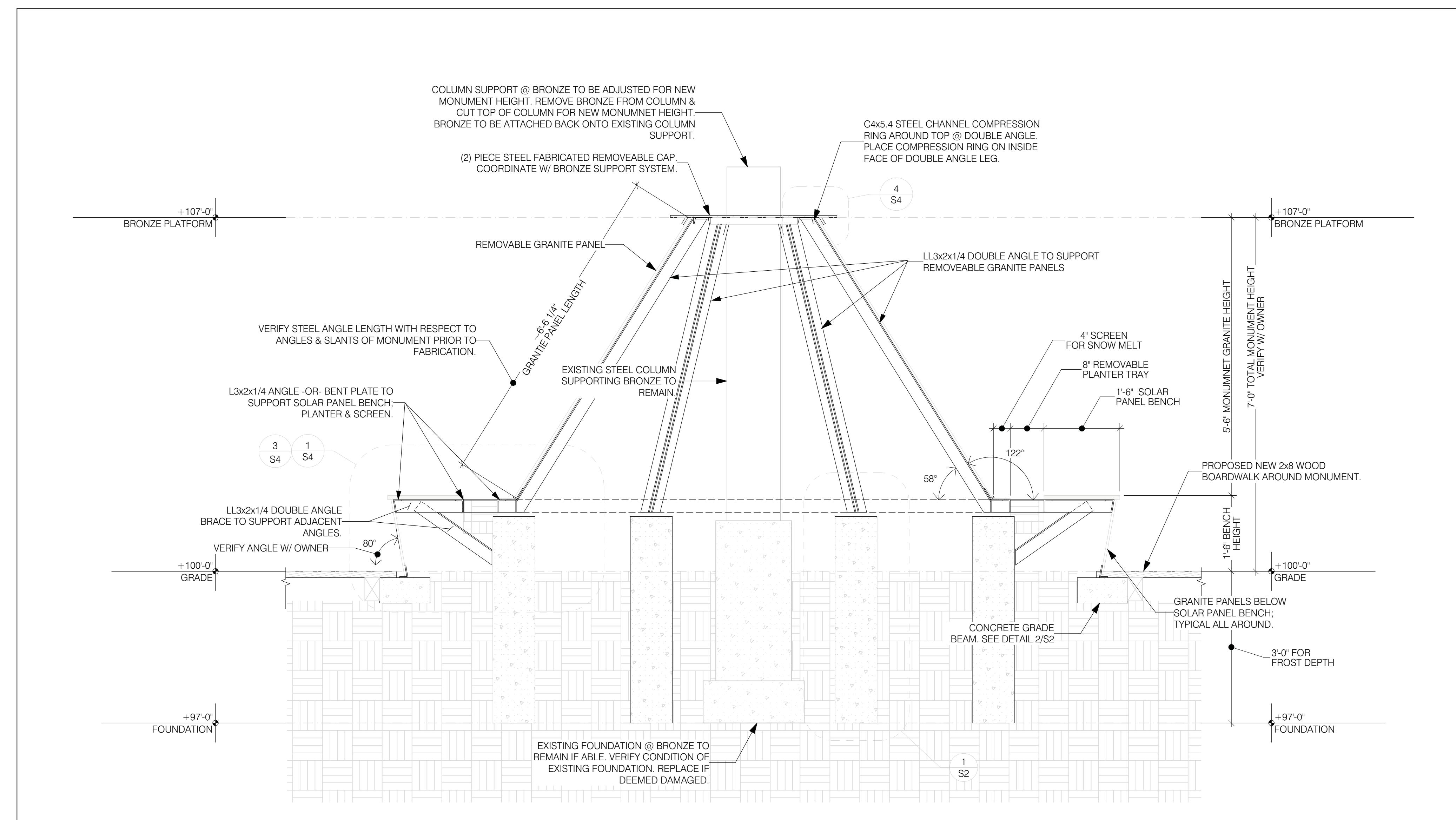
SCALE: 1 1/2" = 1'-0"



## CAP PLATE DETAIL

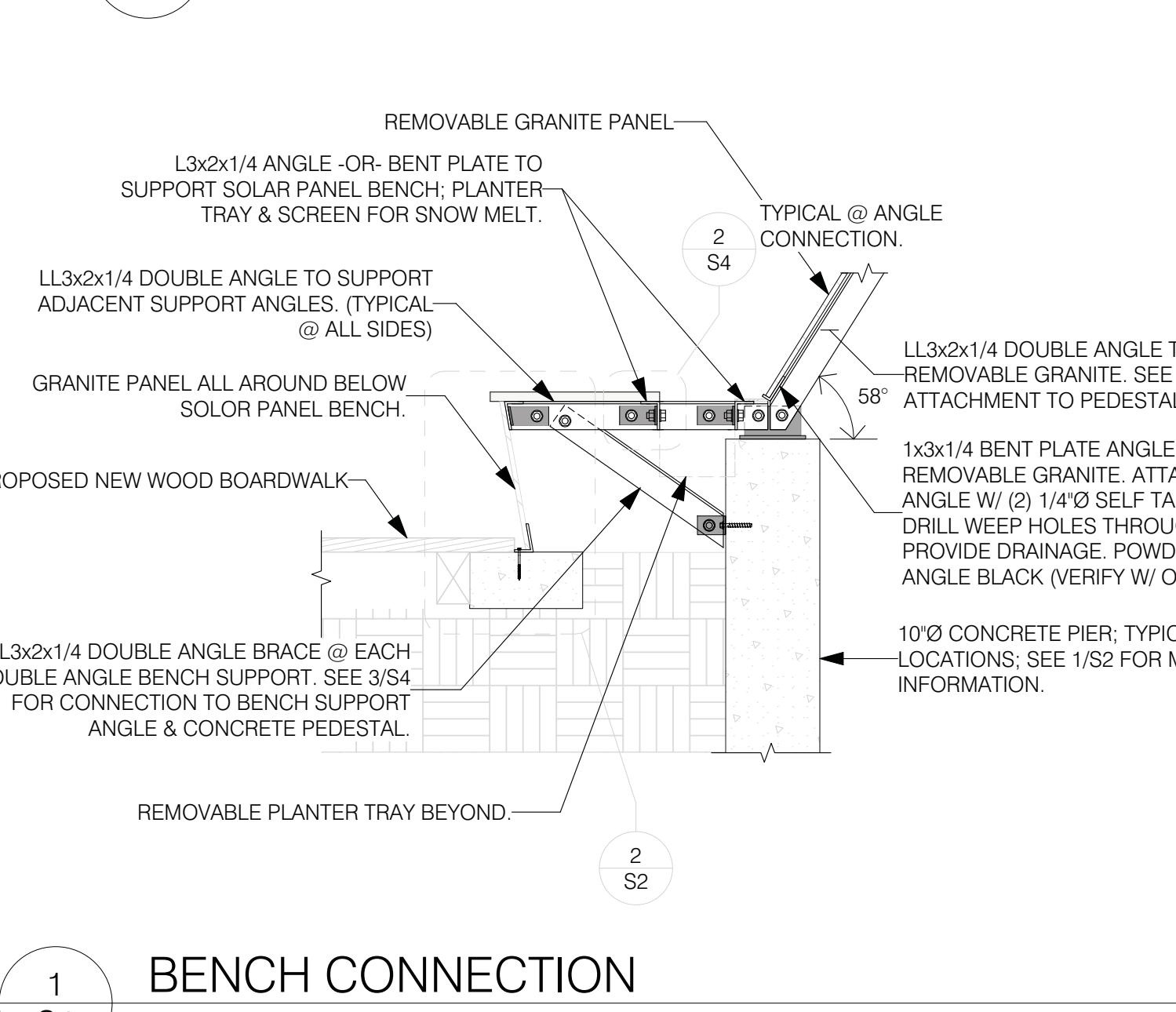
SCALE: 3/4" = 1'-0"

95% PRELIMINARY DESIGN SET  
FOR COORDINATION ONLY  
NOT FOR CONSTRUCTION



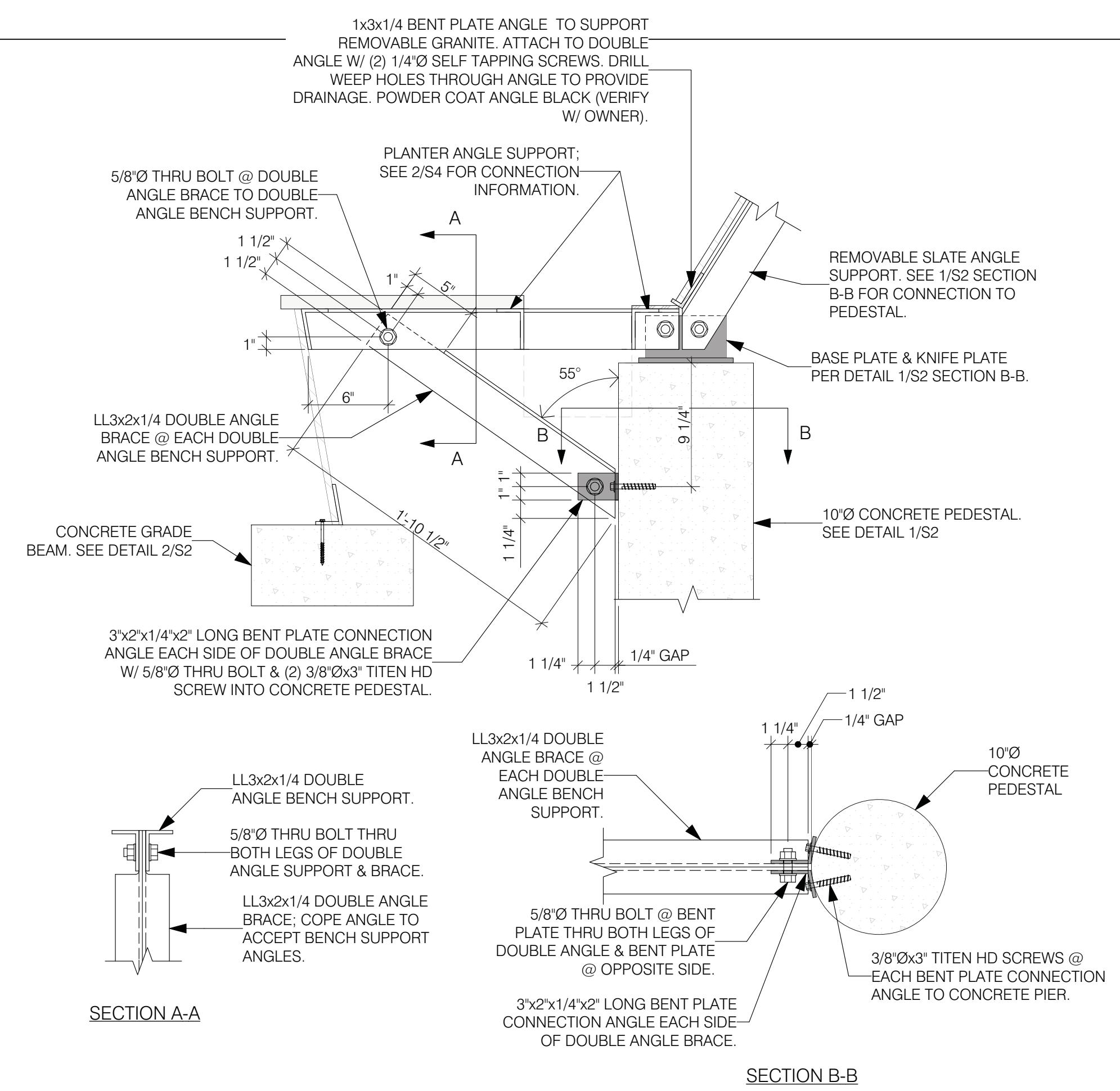
# MONUMENT CROSS SECTION

SCALE: 3/4" = 1'-0"



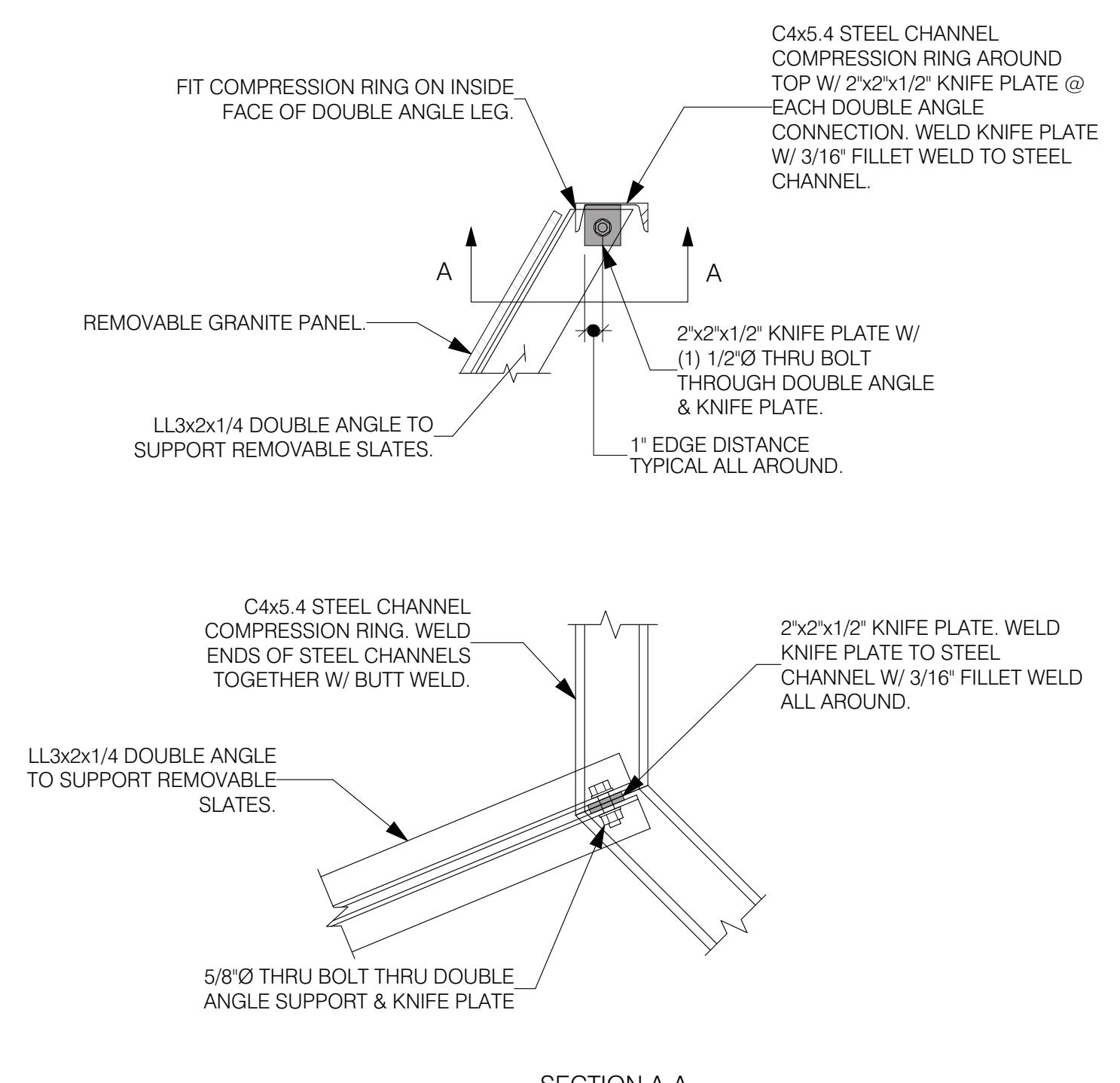
# BENCH CONNECTION

SCALE: 3/4" = 1'-0"



## 3 BRACE DETAIL

S4 SCALE: 1 1/2" = 1'-0"



# MONUMENT FRAME CONNECTION DETAIL

SCALE: 1 1/2" - 1

# 95% PRELIMINARY DESIGN SET FOR COORDINATION ONLY NOT FOR CONSTRUCTION

DRAWING NO JOB NO	JOB TITLE AMERICAN LEGION MOMUMNET TOWN SQUARE JACKSON, WY	DRAWING TITLE STRUCTURAL SECTION & DETAILS	DATE 5/24/2018	REV.
			SURVEYED	
DRAWN	ENGINEERED	WAA		
CHECKED		WAA		
APPROVED		CMH		
<b>NELSON ENGINEERING</b> P.O. BOX 1599, JACKSON WYOMING (307) 733-2087				

**Background provided to the Parks & Rec Board:** In 1974 the legion post funded and developed the center sculpture piece at George Washington Memorial Park (Town Square). The sculpture/monument is a tribute to members of our community that have served war time. 2019 is the 100<sup>th</sup> anniversary of the American Legion, and 2020 is the 100<sup>th</sup> anniversary of the Jackson Post. The Jackson Hole Post 43 has reached out to the Town of Jackson to replace the monument, inclusive of resetting Cowboy Joe, and provide additional commemorative space for those community members not currently listed, and for those to come. The goal is to have all fund raising complete this fall so to begin with the demo and ground work in October. Following the winter, the Post intends to install a new base monument and reset the sculpture in March/April of 2019.

The Parks & Recreation Board was asked the following questions: for the Parks board to review and recommend on the proposal, the board may want to consider the following questions:

1. Is the proposed memorial replacement appropriate in scale and location?
2. Is the design and materials compatible with the character of the park?
3. Are there conditions of construction, maintenance or operations that need to be considered?

**Parks Staff Comments to Parks Board:** Staff has reviewed the proposal and offers the following comments to Parks broad. The memorial appears to be consistent in size and scale as the current. The actual height of the memorial is slightly lower than the existing. The overall diameter of the memorial will not impact the pedestrian circulation of the park. The character of the memorial is significantly different than that of the existing structure. The proposed memorial is black polished granite with both engraved names and images. The new memorial is of a formal design character. All structures on the square are currently wood or natural rough stone of a red/brown color with memorial recognition of names in bronze. Staff has a concern that the proposed memorial is in too great of a contrast in style, and that utilization of more natural finished materials should be considered. Staff also recommends that Jackson Hole Public Art and the Town of Jackson Design Review Committee be consulted and provide recommendations as well to Town Council.

## **Town of Jackson Public Art Task Force**

### **Review of the Proposed New Memorial for the Town Square**

The Public Art Task Force was asked to review the American Legion's proposal for a new Memorial for the Town Square. Historical documents and current monument and memorial policies were reviewed to provide perspective. The Public Art Task Force is appointed by the Mayor and Town Council and makes recommendations for issues regarding public art.

#### **Brief Timeline**

April 1932 – Town Council approves the official name of the Town Square as George Washington Memorial Park.

1934 – Park is landscaped into its current configuration of crosswalks intersecting the middle of the park using Civil Works Administration funds and local contributions.

1953 – the Rotary Club constructs an arch of antlers collected by boy scouts on the southwest corner.

January 5, 1976 - Preliminary Memorial Plan reviewed and approved by Town Council.

July 20, 1976 - Town and County both agree to invest \$1,000 to build the memorial. The majority of funding came from Homer Richards and private donations.

September 5, 1976 – A public ceremony is held to dedicate the Memorial.

March 6, 1995 - Larry North Requested that the Town Council maintain and update the memorial, he was referred to the Parks & Recreation department.

October 16, 2003 – George Washington Memorial Park is listed on the National Register of Historic Places. According to this document, “the George Washington Memorial Park possesses a high degree of integrity of location, design, materials, workmanship, feeling, and association. Initially the only “contributing factors” to the listing of the park were the John Colter Monument and the first arch, however, the memorial, once it is old enough will be a contributing factor to its Register listing. The park is described as, “... a continuing work that has evolved both according to the original design and in conjunction with changing community needs, the park, or town square, has remained true not only to its origins but to its purpose in the center of the community.”

#### **Existing Town Square Memorial**

The current memorial has anchored the Town Square, otherwise known as George Washington Memorial Park, since 1976. It includes artist Bud Boeller's bucking bronco placed on top of a stone clad pedestal with bronze plaques honoring community members who have lost their lives serving our country.

The bronze sculpture is western in its presentation, materials, and subject matter, the stone pedestal matches the base of the antler arches. The memorial is a sculpture and gathering place that includes seating.

According to a newspaper article quoting the late senator Cliff Hansen, the bucking bronco is the only state symbol with a historical military creation. In the article, Senator Hansen explains that it was originally created by George Ostrom, First Sergeant, Battery E 148th Field Artillery, A.E.F. It was created to identify the Wyoming Troops of the 148<sup>th</sup> Field Artillery of the National Guard. Senator Hansen went on to point out that compared to the nation's average of one in ten serving in the armed forces, Wyoming's average was one in 6. The rider is thought to represent Stub Farlow of Fremont County, and the horse is either Deadman or Midnight (not Steamboat), according to Senator Hansen. Original costs were approximately \$15,000, with the Town and County each contributing \$1,000.

Homer Richards created the original design that was later modified by Conrad Schwering. Boeller was selected out of 5 artists by the memorial committee to create the bronze. Two time capsules are embedded in the concrete base.

The Public Art Director, Carrie Geraci contacted Bud Boeller's family requesting further information about the bronze and to update them to the potential changes. They expressed openness to having the base redesigned. Their wish is for the bronze to remain in the center of the square.

### **New Memorial Proposal**

To provide background information about their proposal, the American Legion submitted a Gift of Art Form, however, they are not proposing to donate the new memorial to the Town, as they state they are the primary owners of the memorial. They presented drawings prepared by Nelson Engineering. The full construction set of drawings detailing lighting and solar fixtures was not presented to the PAT.

The American Legion is proposing a major redesign of the current memorial; the only part that will remain is the bucking bronco. New materials being proposed include black polished granite, some of which will include laser-etched photographic images of past wars, and solar-powered LED Lighting. The new base appears to be one foot, 6 inches lower than the existing base, while the general footprint will remain the same and seating is included in the new proposal.

### **Public Art Task Force Review Criteria**

The Public Art Task Force acknowledges that the events and veterans being memorialized are of major significance and merit the highest honor.

The PAT reviewed the proposed memorial based on these criteria:

- The event being memorialized is deemed to be significant enough to merit such honor

- The location under consideration is an appropriate setting for the memorial and there is specific *geographic justification* for the memorial being located at that site
- Donor covers the total cost of a project
- Conforms to the design standards required for public spaces
- Provides improvements to public space where none existed
- Design and construction are of the highest quality and considered timeless
- Representation of broad community values and is sensitive to all users

### Design

The PAT identified the use of the polished black granite as a material that does not reflect the current use of materials in the Town Square and may alter the western and historic character and feel of the Town Square.

Veteran's memorial policies for National Cemeteries call for the use of "granite, marble, limestone, or natural boulder in the natural color of the material. If a plaque is part of the monument, it shall be of cast bronze or cast stainless steel in natural color. Where incising of the inscription is used in lieu of a plaque, granite or marble is to be used. Inscriptions may use grey-scale litho chrome to improve legibility."

Veterans' memorial policies for National Cemeteries also include a requirement to have design professionals design the structure, "...to exhibit excellence that is characterized by refinement in composition, balance, artistic skill, thought-provoking intention, and timeless quality."

### Maintenance & Technical Specifications

The PAT identified potential maintenance concerns regarding snow removal equipment scratching and damaging the granite base, keeping the polished granite clean of bird droppings and hard water stains, and water drainage. More information is needed to understand the durability of solar seating panels and the LED lighting.

The LED lighting and solar fixtures will require an electrical review and permit.

All images included on the memorial should be reviewed and approved by the Town.

All construction takes place during a single season to limit disturbance at the site.

### Funding

The donor should demonstrate the number of funds they have secured to build and maintain the proposed memorial. A detailed maintenance plan should accompany the new memorial. An MOU between the American Legion and the Town of Jackson

and Teton County Parks and Recreation should detail the maintenance requirements for any and all parties and conditions as to what happens if maintenance is not completed regularly.

With the help of the National Museum of Wildlife Art JHPA hired conservators to clean and wax the bronze features of the memorial this spring. The conservators determined that it was possible that the bronze may not have been cleaned or waxed since it was installed. Proper maintenance includes cleaning and waxing once annually.

#### Public Process

The Town Square is the physical and social center of the town. We would encourage a community inclusive review process of the new design to ensure the new memorial is a representative of broad community values.

#### **The Public Art Task Force has identified four possible outcomes:**

1. The PAT recommends that the Mayor and Town Council, Teton County Parks and Recreation, Jackson Community Pathways, and other Town and County agencies charged with oversight of public spaces adopt a monument and memorial policy and related procedures as drafted with input from senior staff and legal.
2. The Town Square is listed on the National Register of Historic Places. Once the memorial is 50 years old, it may become a “contributing factor” to the designation on the National Register of Historic Places, therefore, the memorial should not be changed and the Town should provide maintenance and conservation of the memorial.
3. To follow Veterans’ memorial policies, local design guidelines the American Legion should work with a licensed landscape architect and/or architect to revise the design to address maintenance concerns and to select materials that closely match the western look and feel of the Town Square including unpolished natural stone in colors that match the existing stone features of the Town Square.
4. The monument is updated to broadly recognize all veterans and to act as a prominent gathering space for memorial events. A new memorial is located at the American Legion Lodge or a significant geographical location that includes detailed plaques with names of all of the veterans who served in the 7 wars to date for more contemplative viewing.

8 K

8 JACKSON HOLE GUIDE, TUESDAY, AUGUST 24, 1976

## Moon, Maggart sentenced

Timothy Lee Moon, 27, and Mark Dwayne Maggart, 24, both of South Bend, Indiana were sentenced to six months in the Teton County Jail last week after pleading guilty to a lesser crime of aggravated assault. The two were originally charged with kidnapping and aggravated robbery in connection with a May 4 incident when an Idaho Falls youth reported that he had been kidnapped and robbed at knife point.

Brian Runz, 19, reported to the Teton County Sheriff's Office that he was kidnapped and robbed at knife point near Glenwood and Broadway by two men, and then dumped east of Jackson. Moon and Maggart were subsequently arrested the morning of May 5 in connection with the alleged crime after their vehicle, which matched the description of the alleged abduction vehicle, ran out of gas near a police

roadblock on the east side of Togwotee Pass.

Moon and Maggart's trial date had been set for August 30, but then last week they entered a negotiated plea which was accepted by the court after it was found that there was a discrepancy in the complaining witness' testimony. The court dropped the kidnapping charge, and allowed Moon and Maggart to plead guilty to aggravated assault, a lesser included crime in aggravated robbery.

According to Deputy County Attorney Paul Vaughn, the negotiated plea was accepted because "the whole thing (case) had its genesis in a drug deal."

Moon and Maggart were both sentenced to six months in the county jail, with credit for the time they have already served, approximately two and one half months.

## Raymer injured on Grand Teton

Tom Raymer, 27, of Wilson received a broken femur and heel, a fractured bone in his face, and lacerations to his scalp when he and Rob Slater of Cheyenne fell from above the Needle on the Upper Saddle of the Grand Teton on August 18.

Raymer, who is listed in good condition at St. John's Hospital, said that he was guiding Slater on a hike when Slater, who was secured to Raymer with a rope, fell into him, causing Raymer to

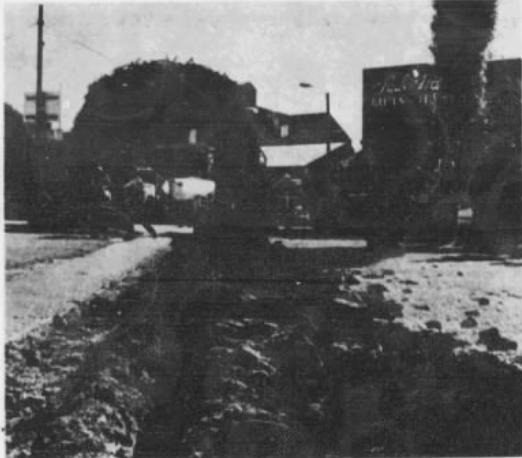
fall several hundred feet with Slater landing on top of him. Slater received only minor injuries.

Raymer was evacuated on foot through Garnet Canyon. He has been employed by Jackson Hole Mountain Guides for three years and has been climbing in the Tetons for five years. He said that he had never been seriously injured in his previous climbs and plans to resume climbing next year.

## Idaho man dies in one-car accident

A 21-year-old man from Driggs, Idaho was killed Saturday in a one-car roll-

over. Lacy, was not thrown from the vehicle nor injured. According to Maxted, seat



Steve Beedle photo

## Hole in the Square?

The trench through the center of the Jackson Town Square will be the path for underground electric cable to replace the current overhead cable which powers the street and traffic lights around the square. City Engineer Don Stocker said that the cable will be in place probably by today and should make the square more aesthetically pleasing along with the introduction of the Veteran's Memorial Statue. The lights for the square will be replaced by lighting on the Veteran's Memorial which will be dedicated in the center of the square on September 3. The statue will be a five-foot bronze horse with plaques below it commemorating 464 Jackson war veterans. The horse is modeled after the bronco on Wyoming license plates and was sculpted by Bud Bowler of Lander.

**Broncs lose 10-0 to Buffalo**

A lack of scoring punch led to the Jackson Hole High School Broncs being defeated by Buffalo in a non-league contest in Buffalo last Friday. All Buffalo's scoring came in the first half when the Broncs could not move the ball outside their own territory.

The Broncs controlled the game in the second half, and in the final quarter moved the ball to the Buffalo 10-yard line before losing the ball on downs. The Broncs' defense forced Buffalo to punt, and Jackson was threatening again as time ran out.

Coach Lynn Williams credited Tom Speck with the best game offensively and defensively with solid play at split end and cornerback. Williams also said that Kevin Torrey had a good game at quarterback. Torrey called a good game and passed for over 90 yards. He suffered one interception on his first pass of the game.

**Aerial Tram restored to service**

Officials of the Jackson Hole Ski Corporation announced recently that the Jackson Hole Aerial Tram, which suffered a mechanical breakdown, had to be evacuated of 43 persons Friday afternoon, August 20, 1976, returned to normal operations for the public Sunday morning, August 29, 1976.

After Jackson Hole Ski Corporation crews, aided by maintenance workers, successfully evacuated the passengers without injury, the process of restoring the Aerial Tram to normal operations began.

During the following four days the haul cable was removed and the tram returned to their proper positions. Next engineers and cable inspectors performed a detailed examination of the cables on the aerial tram and determined that they had not been significantly damaged during the incident and were in condition to resume operation.

Following the cable inspection, extensive braking tests were performed and it was learned that the brakes, in fact, were also good. When the emergency stop occurred on Friday, August 20, the emergency braking system brought the aerial tramway to a stop too quickly causing the cables to become tangled. During the testing period the week of August 23, brake adjustments were made so that the aerial tram under emergency conditions would not stop so quickly as to dislocate the haul cable from between the track cables.

With a simulated fifty passenger load, the aerial tram was put through a series of extreme conditions similar to those which were used when the aerial tram was first tested in 1966. The aerial tram was tested with maximum load. A total of 32 braking tests were completed.

It is believed by company officials that the cause for the emergency stop was the result of an electrical activation in one of the aerial tram safety circuits which is connected from the top of Rendezvous Mountain to the bottom and possibly suffered lightning damage during recent electrical storms. Mountain Bell Telephone Company personnel continued Friday, August 27 to

investigate the failure of this particular safety circuit. (The telephone company owns the line to the top of the mountain.) Also, subsequent to testing and restoration of the proper emergency circuits, the United States Forest Service Engineer certified the aerial tram for public operation.

**Statue grows**

Construction of the base of the Veteran's Memorial Statue in the Town Square began Monday. The statue is to be dedicated in the Town Square on September 5, will be a five-foot bronze horse with plaques along the base commemorating Jackson war veterans. The horse was sculpted by Bud Bowler of Lander and is designed after the bronco which is on Wyoming license plates.

**SPECIAL FALL FISHING & HUNTING SALE**

SEPTEMBER 3, 4, 5, 6  
ALL MERCHANDISE IN THE STORE IS  
20% OFF  
CLASSIC FLIES

**MEL HUTCHINGS**  
FOR  
TETON COUNTY SCHOOL DISTRICT TRUSTEE

1. A New Voice  
2. A New Approach  
3. A Strong Financial Background  
4. A Sincere Interest in ALL of the Problems Facing the School District.

**IMPORTANT!**

Since JACKSON HOLE SKI & SPORTS is now OWNED BY CHAD & CINDY BUDGE it has become Jackson's outdoor wear and camping equipment headquarters!

For the FALL HUNTING SEASON Chad has stocked a GRAND SELECTION of:  
HUNTING BOOTS • FLUORESCENT WEAR  
SURVIVAL ITEMS • HUNTING VESTS  
DOWN CLOTHING • THERMALS  
CAMPING HARDWARE

**HUNTERS :**  
We have local hunting information and quad maps for this area.

**Jackson Hole SKI & SPORTS**  
ON THE NORTH SIDE OF THE SQUARE — 733-4449

**ATTENTION HUNTERS!**

Check These Great Bargains Before You Take To The Field

**Shot 4,5,6,7 1/2,8 \$9.95** (25lb. bag)  
**Winchester** 209 Shotgun Shell PRIMERS **89¢** (per 100)  
**Hornaday Rifle Ammo** .308 & .270 **\$5.95** (box)  
**Winchester** .22 Long Rifle Ammo **85¢** (box of 50)  
**12 Gauge Shotgun Shells** size 4 & 6 **\$3.49** (box)  
**16 Gauge Shotgun Shells** size 6 only **\$2.99** (box)  
**Clay Targets** **\$4.00** (per carton)

**These are straight shotgun shells**  
**DOWNSTAIRS** **CACHE CREEK MALL**

THURSDAY, SEPTEMBER 9, 1976, JACKSON HOLE GUIDE 7

## Memorial statue dedicated in Sunday ceremonies



Jackson's new Veteran's Memorial Statue was officially dedicated in a ceremony in the Town Square Sunday, September 3. Some of those participating in the dedication ceremony were Senator Cliff Hansen, Mayor Lenore May, and Jim Richards, who is responsible for gaining support for the statue.

After an opening statement given by Mayor May, a benediction and a moment of silence was observed by all veterans conducted by Reverend Peter Sime. The ribbon was cut and the bucking bronco statue was unveiled by Richards.

Senator Hansen then gave a short presentation detailing the history of the bronco symbol which appears on Wyoming license plates, the symbol after which the statue was designed.

The Wyoming bucking bronco is the only state symbol with a historical military creation. It was originally created by George O'Bryan, First Sergeant, Battery E, 14th Field Artillery, A.E.F. The symbol was created to identify the Wyoming troops of the 14th Field Artillery of the National Guard.

Hansen pointed out the great contribution Wyoming has made in the armed forces, with one out of every six men having served as compared to the national average of one out of every ten.

The Veteran's Memorial statue was sculptured by Jim Richards, who was also present at the dedication. The statue, which sits in the middle of the Town Square is a fivefoot bronze bucking bronco atop a natural rock base. The statue will have plaques on all four sides with the names of all known Teton County war veterans.



Jill Kline photos

TRUMAN BOLINGER



"WYOMING MARCH HAWK" 1976 12" H x 27" L Editions - 125

May Gallery

P. O. Box 2972 Jackson, Wyoming 83001 172 Center Street Phone (307) 733-2625

**JACKSON HOLE NEWS Thursday, September 9, 1976 · 7**

**Memorial to war veterans unveiled in town square**

**Two minutes of silence in memory of the war dead were observed prior to the unveiling of the memorial.**

**The bronze of the bucking horse was done by Bud Boller.**

**Laurence and Mary Rockefeller attended the Sunday afternoon ceremony.**

**One of Homer Richards' dreams came true last Sunday when he unveiled a memorial to Jackson Hole war veterans in the center of the town square. The idea of the memorial had first been proposed to the town council by Homer last year, when he first mentioned the project he'd been thinking about for 40 years. On Sunday it became a reality.**

**The memorial, which is topped by a bronze statue by Lander artist Bud Boller depicting the famous Wyoming bucking horse, is all war veterans from Jackson Hole. The bronze plaques with the names have not yet been delivered.**

**Homer himself unveiled the statue, following two minutes of silence in memory of the war dead. Sen. Cliff Hansen, Sen. Chet Ay and Jack Richards, along with County Commissioner Bill Ashley and town councilman Howard Walters attended in the unveiling.**

**U.S. Senator Cliff Hansen delivered a brief address describing the history of the state's bucking horse which he designed during World War I. In 1918 Ostrum was the First Sergeant of Battery E of the 148th Field Artillery, and designed the symbol of the bucking horse for his troops. In 1938 it was incorporated onto the state's license plates and is thought to represent State of Wyoming.**

**The horse could be either Deadman or Midnight, two famous buckers, Hansen said. Senator also read a message from Ostrum written for the memorial dedication.**

**Jackson Mayor Lester L. May revealed in his address an incident involving Homer which occurred during the earlier days of Jackson Hole. Homer had stopped in to the motel, where she straight-facedly reported that someone had stolen the cash register. Of course, she did manage to find it again, but she did manage to lose it in a turn. May laughed.**

**"We can't honor them too much," the Richards said in tribute to the Richards, who have lived in the valley for more than half a century.**

**The memorial was erected at a cost of approximately \$15,000, of which \$10,000 was from the town, \$1,000 from the city and the remainder from more than 50 private contributors. Laurene Sims of the town council was in charge of fund raising. The original design of the structure was done by Homer, but was later modified by architect Howard Schlesinger.**

**Boller was chosen as sculptor of the bucking horse statue from a group of five artists by the town commissioners.**

**One interesting sidelight to the memorial is that two "time capsules" were sealed in the foundation. The capsules contained, among other things, an article from the *Jackson Hole News* on President Ford's visit to Wyoming, a complete series of 1976 American coins, a 13 cent stamp and a Wyoming Cowboys football schedule!**

**Homer Richards prays silently before the unveiling. He proposed the memorial to the town last winter.**

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812, Jackson Hole Guide, Wednesday, July 3, 1991

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## Truckers turn on lights for safety this holiday

"Lights on for Safety" will be the rallying cry for millions of professional truck drivers who are participating in a program aimed at keeping the country's highways safe over the July 4th holiday weekend, the Wyoming Trucking Association announced.

During the holiday weekend, from July 4-7, truck drivers throughout the country will turn on their headlights "to heighten public awareness that the holidays are an important time to keep alert and safe while on the road," a WTA press release notes.

Tom Donahue, president and CEO of the American Trucking Associations, said efforts of the 7.7 million people who work in the trucking industry to improve highway safety "are paying off."

A study by the National Highway Traffic Safety Administration indicates that, while the total number of miles driven by truckers increased 36 percent during the past decade, the fatal-accident rate for medium and heavy trucks has gone down 40 percent, Donahue said.

During the same time, he said, the actual number of fatal accidents involving me-

ium and heavy trucks dropped by 17 percent.

"These improvements are a direct result of the trucking industry's efforts, according to the Safety Administration," Donahue said. "Who is better qualified than professional drivers to offer safe driving tips for the holiday?"

Some of the top safe-driving pointers offered by the Trucking Association include:

- Avoid tailgating, especially when it rains on a warm day and the oil and grime embedded in the highway rises to the surface, creating very slippery conditions.
- Drive defensively, and plan your route before you begin traveling so that you are not trying to read road maps once you get there.
- If you have car trouble, pull completely off the highway onto the shoulder, raise the hood, hang a distress signal outside the car, and stay with your car until help arrives.
- Take the less-traveled routes when possible to avoid crowds and the impatience they often create.

**Jackson Hole Art & Frame**



"Nez Perce to the Buffalo" John Clymer

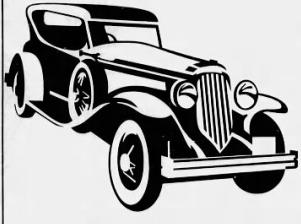
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**Veterans asked to participate in July 4th parade**

Operation Desert Storm and other war veterans in Jackson Hole for the July Fourth weekend are invited to ride on floats and in cars in the holiday parade that morning.

"We would especially like to honor the Viet Nam vets as well," said J.C. Whiffield-Westbrook, who is in charge of the Operation Desert Storm Support Group.

Veterans riding in the parade should meet at the rodeo grounds between 8:30 and 9 a.m. on July Fourth, she said.

Signs will identify their names, branches and locations of service, she said.

Immediately after the parade in the Town Square, Mayor Bill Westbrook will make formal remarks and present citations honoring the Desert Storm veterans. Sen. Bob LaLonde then will make a special dedication to other war veterans.

The Rotary Clubs of Jackson also will dedicate Operation Desert Storm veterans, whose names will be added to plaques on the square's memorial statue honoring local war veterans.

Other Desert Storm veterans who want to join the parade should call Whiffield-Westbrook at 733-7206.

Other war veterans should call Bruce Bowman at 733-0520 or Dennis Johnson at 733-7030.

**Thurs, Fri, Sat**  
 July 4, 5, 6  
**"Mannequin II: On the Move"**  
 Kristie Swanson, William Rappel  
**RATED PG-13**  
 Mon, Tues, Wed  
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FYI

Department of  
Veterans Affairs

# Memorandum

Date: JAN 3 2008

From: Under Secretary of Memorial Affairs (40)

Subj: Guidelines and Requirements for Review and Acceptance of Memorials in  
National Cemeteries (WebCims #387167)

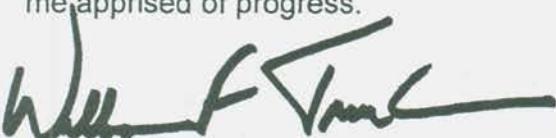
To: Director, Office of Field Programs (41A)  
Director, Office of Finance and Planning (41B)  
Director, Office of Construction Management (41F)  
Director, Office of Communication Management Services (41C)

1. On October 30, 2007, the New Memorials Quality Improvement Team presented a set of draft guidelines to use in determining whether or not to accept donations of memorials to VA national cemeteries. The team made several recommendations, including separating potential donations into two categories: Standardized Memorial Monuments (reviewed/approved at cemetery level following stated guidelines), and Commemorative Works (reviewed/approved at higher levels).

2. This memorandum documents my approval of the attached, revised New Memorials Guidelines (December 2007), and the implementation of the following team recommendations:

- a. Establishment of an endowment fund for memorial maintenance and upkeep;
- b. Establishment of a review board and associated procedures;
- c. Development of training and outreach; and
- d. Development of directive(s) and/or handbook(s) to formalize policy and procedures.

3. The Director of the Office of Construction Management will have the lead in this process and will work with the Directors of the Office of Field Programs, Office of Finance and Planning, and Communications Management Service to implement these recommendations. The Director of the Office of Construction Management will keep me apprised of progress.



William F. Tuerk

Attachment

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National Cemetery Administration

## **Guidelines and Requirements for Review and Acceptance of Memorials in National Cemeteries**



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- A. Checklist for Standardized Memorial Monument Donation
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- C. Terms and Conditions of Acceptance by VA for Gift or Donation of Standardized Memorial Monument
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- H. Sample Letter Acknowledging Receipt of a Proposal to Donate a Commemorative Work or a Memorial Monument
- I. Sample Memorandum of Understanding (MOU)
- J. Sample Custody Receipt
- K. Information about Hosting Ceremonies at VA National Cemeteries
- L. New Monument or Memorial Report

## 1.0 Purpose and Scope

**1.1 Purpose:** The purpose of these guidelines and requirements is to provide guidance on the appropriate design, size, and procedures for the acceptance of donation of memorials to National Cemetery Administration (NCA). Each national cemetery is maintained as a national shrine, that is, a place of honor and memory where veterans and visitors can sense the serenity, historic sacrifice and nobility of purpose of those who have served the Nation in the military. This document contains criteria and information to instruct donor groups and national cemetery administration staff on the donation and acceptance of Commemorative Works and Standard Memorial Monuments. The responsibilities of the Cemetery Directors, Memorial Service Network (MSN) Directors and Central Office staff regarding proposal, installation, approval, and reporting of donations of memorials are contained herein.

## 1.2 Definitions

- 1.2.1 Commemorative Work - for purposes of national cemeteries the term 'commemorative work' means any statue, sculpture, structure, landscape feature, or monument outside of the specified size range for standardized memorial monuments, designed to perpetuate in a permanent manner the memory of a group, event, a war, or similar major military conflict, a branch or major unit of the U.S. Armed Forces, or other significant element of American military history.
- 1.2.2 Construction Monitor – the person responsible in NCA to monitor construction progress and conduct the final inspection during construction of a commemorative work. The Office of Construction Management (OCM) will recommend to Office of Field Programs who -- the Cemetery Director, the MSN Engineer or OCM Project Manager -- should be responsible for construction monitoring. The Director, Field Programs, will decide who will be responsible for construction monitoring.
- 1.2.3 Donor Group - the organization offering donation of a Commemorative Work or Standardized Memorial Monument.
- 1.2.4 Foundation - as used for Standardized Memorial Monuments, is a concrete pad a total of 4 inches wider and 4 inches longer than the memorial monument dimensions at its base, to provide support under the monument. The pad shall be set flush with the ground and shall extend no more than 2 inches beyond the monument on any side.
- 1.2.5 Memorial Plaque - a cast bronze or cast stainless steel plate with a commemorative inscription that is mounted to a cut stone or natural boulder base.
- 1.2.6 Memorial Walkway, Path, or Trail - an area or areas, separate and distinct from interment areas for the collective display of memorials donated by various recognized veterans groups.
- 1.2.7 Memorandum of Understanding (MOU) - a legal document describing a bilateral agreement between VA and the donor group for a commemorative work. It creates a

platform for a clear understanding of each party's commitments/purpose and sets out expectations for responses in the event of intentional or unintentional breach of the MOU's original commitments.

1.2.8 Review Board - a group of no more than seven (7) design experts who are federal employees, assembled by NCA for the purpose of providing input and recommendations on the design, aesthetics and appropriateness of individual Commemorative Work proposals. The anticipated membership of the review board is two (2) NCA representatives (landscape architect and architect) and five (5) other representatives with expertise in disciplines such as art, art history, sculpture, architecture, and landscape architecture from federal agency programs such as General Services Administration (GSA) Art in Architecture, National Park Service (NPS) Cultural Resources, National Endowment for the Arts (NEA), Department of Treasury U.S. Mint, Smithsonian Institution, and U.S. Commission of Fine Arts.

1.2.9 Standardized Memorial Monument - A cut stone or natural boulder base of a specified size with an incised inscription or a plaque honoring military service in the U.S. Armed Forces by groups or organizations or those physically interred in that national cemetery.

## **2.0 Record Keeping and Reporting**

2.1 Required Documentation - New Commemorative Works shall be formally conveyed from the donor to NCA through a Custody Receipt signed by both parties. Three (3) original Custody Receipts and one (1) copy will be generated: An original Custody Receipt as well as a set of reduced-sized final drawings, a copy of MOU, and related correspondence will be permanently maintained by the History Program, VACO; the Cemetery will retain an original Custody Receipt and an original MOU; the donor will be provided with an original Custody Receipt and original MOU. The MSN will retain a copy of the Custody Receipt and copy of MOU.

2.2 Disposition of Records - All documentation maintained in NCA offices should be considered permanent records and should not be archived or destroyed.

2.3 Reporting Requirements - Policy and procedures for the reporting of new memorials installed at VA national cemeteries and soldiers lots are contained in *NCA Notice 2006-03 Reporting Memorials in VA National Cemeteries*. The Notice requires a Cemetery Director to report new memorials within 30 days of installation in accordance with specified procedures, and annually certify and report the number and names through the appropriate Memorial Service Network by September 30 of each year.

## **3.0 Commemorative Works**

### **3.1 General guidelines and requirements**

3.1.1 Commemorative Works will be accepted only from organizations whose purposes, objectives and teachings, as exemplified by their constitution, by-laws and activities

are primarily patriotic in nature. The organization must be based on a primary objective to honor and recognize military service and have thus acquired a distinctive patriotic character and purpose. Commemorative works may also be accepted from governments (federal, state and local.)

3.1.2 Commemorative Works will not be accepted from individuals.

3.1.3 Only one Commemorative Work honoring a specific subject matter will be accepted at a cemetery.

3.1.4 The primary component or design element of the proposed Commemorative Work does not feature actual ordnance or a realistic replica of actual ordnance. For example, Commemorative Works built around something such as a torpedo or a howitzer would not be approved.

3.1.5 The proposed Commemorative Work is primarily secular in nature and does not feature explicit religious emblems or themes.

3.1.6 The proposed Commemorative Work does not include words or design elements that are incompatible with the VA or NCA mission to honor veterans, or that could be perceived as offensive or derogatory by a reasonable person.

3.1.7 The proposed Commemorative Work does not bear acknowledgment of individual or corporate contributors, nor any advertising.

3.1.8 If the Commemorative Work honors a military event, it is at least 10 years after the officially designated end of the event.

3.1.9 For any potential replication of an existing monument, memorial, or artwork from another location, the donor has certified in writing that the group has received any necessary permission(s) or approval(s) for replication.

3.1.10 The proposed Commemorative Work design team must have a licensed/registered landscape architect or architect as a member of the team, with experience in the design of similar projects. Specialty disciplines should be involved as needed for the specific project.

3.1.11 The design, location, size, and features of the commemorative work shall be compatible with the existing infrastructure features of the cemetery such as roadways, curbing and gutter, pedestrian walkways, storm drainage system, underground and/or overhead utilities, topography, etc.

3.1.11.1 When existing infrastructure features of the cemetery need to be modified or new infrastructure features need to be added to accommodate the commemorative work, the design of these features shall be accomplished by the donor groups registered professional architect, landscape architect, or engineer as appropriate, and included on the commemorative works contract documents to be submitted NCA for approval.

3.1.11.2 Design and construction of new or modified infrastructure features that are needed to accommodate the commemorative work shall be in accordance with Paragraph 3.4 “Compliance with Codes” and meet all VA standard construction guidelines and specification requirements. New or modified infrastructure design and construction shall match or exceed the physical and material characteristics, quality, and design of the existing infrastructure features of the cemetery.

3.1.12 The proposed commemorative work design shall be evaluated by the Review Board for artistic and commemorative merit, and the Board will make recommendations for NCA consideration.

## 3.2 Proposal Process

3.2.1 A proposal to donate a commemorative work shall be submitted in writing to the Cemetery Director.

3.2.2 A proposal to donate a commemorative work shall contain the following:

3.2.2.1 Identification of Donor Organization (includes mailing address of Donor Organization, designation of organization’s principal point of contact, and - for other than government entities - documents or articles of incorporation, membership criteria, history of Donor Organization, proof of tax exempt status, and copy of the constitution and by laws, if not a recognized National organization according to 38CFR14.628.)

3.2.2.2 Conceptual design drawings of proposed commemorative work showing:

- 3.2.2.2.1 Elevations, plan, and dimensions
- 3.2.2.2.2 Potential areas for inscriptions and proposed text, if available
- 3.2.2.2.3 Materials proposed
- 3.2.2.2.4 Location proposed by donor group
- 3.2.2.2.5 Conceptual landscape plan for proposed location

3.2.2.3 Narrative of commemorative intent (includes background and historical information on what group or event is being commemorated or memorialized, a statement of relevance or relationship of subject to Donor Organization and explanation of reasons for seeking placement in a VA national cemetery.)

3.2.3 Cemetery Director:

- 3.2.3.1 Acknowledges the conceptual proposal in writing (Appendix C) and explains the Commemorative Work process and time frames to expect either approval or disapproval
- 3.2.3.2 Reviews proposal for compliance with general guidelines and requirements
- 3.2.3.3 Reviews the Cemetery Master Plan
- 3.2.3.4 Confers with the donor group on the site recommendation
- 3.2.3.5 Forwards proposal to MSN office with cemetery findings and recommendations

3.2.4 Memorial Service Network:

- 3.2.4.1 Reviews proposal and cemetery director's findings
- 3.2.4.2 Makes recommendation for acceptance or non-acceptance of proposal
- 3.2.4.3 Submits to Office of Field Programs

3.2.5 Office of Field Programs reviews proposal and forwards to Office of Construction Management

- 3.2.4.1 Reviews proposal with MSN's and cemetery director's findings
- 3.2.4.2 Makes recommendation for acceptance or non-acceptance of proposal
- 3.2.4.3 Submits to Office of Construction Management

3.2.6 Office of Construction Management:

- 3.2.6.1 Reviews proposal and prepares comments to be considered by Review Board
- 3.2.6.2 Convenes Review Board up to four times a year.

3.2.7 Review Board reviews proposal, makes recommendation and forwards to Office of Construction Management. This review will occur for the initial proposal and also during the design review phase.

3.2.8 Office of Construction Management prepares recommendation package and forwards to Field Programs.

3.2.9 Office of Field Programs reviews package and makes recommendation on approval or disapproval of donation

- 3.2.9.1 Prepares decision letter for signature of Under Secretary for Memorial Affairs
- 3.2.9.2 Develops MOU to be signed by the Under Secretary for Memorial Affairs for acceptance of the memorial donation.

3.3 Design guidelines and requirements

3.3.1 Character and Theme: The Commemorative Work shall be artistically designed and consistent with the purpose of the cemetery as a national shrine. The Commemorative Work will be placed in perpetuity.

3.3.2 Size and Scale: The size and scale of the Commemorative Work shall be appropriate to the site and context within the cemetery.

3.3.3 Materials and Workmanship

- 3.3.3.1 The Commemorative Work shall be of durable and permanent materials, designed with maintenance and upkeep in mind. Factors such as minimal maintenance and upkeep of the commemorative work shall also be considered. Materials should be appropriate to environment and topography in which they are installed, for example, desert, mountainous terrain, humid climate, etc.

- 3.3.3.2 The materials and workmanship of the commemorative work shall be of the highest quality, free of flaws and imperfections.

### 3.3.4 Compliance with Codes

3.3.4.1 The design and construction of the commemorative work shall comply with the latest edition of national recognized building codes as a minimum, such as the International Building Code (IBC), National Electrical Code (NEC), National Fire Protection Association (NFPA) Codes, and National Standard Plumbing Code (NSPC).

3.3.4.2 The commemorative work shall be readily accessible to people with disabilities, in compliance with the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, as amended, and local accessibility requirements. To achieve compliance, the National Cemetery Administration uses as its standard for building and facility design the Architectural Barriers Act Accessibility Standards (ABAAS). It is NCA policy to make all cemetery structures accessible without the use of special facilities for the disabled. The donor group's A/E is responsible for checking to see whether there are local accessibility requirements. If they exist, the most stringent requirements shall prevail between local and ABAAS. The criteria of these standards would be considered a minimum in providing access for the physically disabled.

3.3.4.3 The commemorative work must comply with applicable federal statutes, Executive Orders, and state and local regulations establishing environmental standards.

### 3.3.5 Effect on historic and cultural resources, and mandatory Section 106 consultation:

New Commemorative Works should be consistent with the historic significance of the cemetery. Appropriate siting can be assessed using the *Secretary of the Interior's Standards for Rehabilitation and Preservation Brief 36, Protecting Cultural Landscapes*. The goal is to ensure that a new Commemorative Work does not adversely affect the historic character or existing features of the cemetery. Any proposed Commemorative Work that could potentially affect the character of an NCA national cemetery or soldiers' lot shall be subject to the Section 106 process of the National Historic Preservation Act of 1966. This is applicable to all NCA cemeteries regardless of age, but especially those more than 50 years old. NCA shall be responsible for the Section 106 Process.

### 3.3.6 Inscriptions:

Inscriptions shall be meaningful to the broadest possible audience. Text and any design element on the commemorative work and related plaques shall be limited to interpretive information about the work itself or the subject it commemorates. Wording shall be both descriptive and concise. It may include a brief memorial inscription, or verse, quotation, or other brief wording appropriate to the work. Inscriptions shall not include words or design elements that are incompatible with the VA or NCA mission to honor veterans, or that could be perceived as offensive or derogatory by a reasonable person. Plaques should be in scale with the work. The plaque should be in scale to the work and complimentary, rather than competing with it for attention. Dedication plaques shall be limited to name of the artist or designer, name of the donor group, and the date dedicated.

3.3.7 Safety: To ensure public safety, the commemorative work shall be free of hazards and consistent with VA's responsibility to maintain a safe environment, protect and preserve VA staff, volunteers, visitors and property.

### 3.4 Location guidelines and requirements

3.4.1 The specific locations for Commemorative Works shall be consistent with the cemetery master plan. If no master plan exists, the cemetery director shall consult with MSN and VACO.

3.4.2 Commemorative Works shall be located only within developed grounds and must not conflict with existing or planned burial space.

### 3.5 Design Documents Submission and Approval Process

3.5.1 Commemorative Work proposals that are accepted by the Under Secretary for Memorial Affairs and covered by a Memorandum of Understanding (MOU) will proceed to the design phase.

3.5.2 The donor and the donor's A/E firm shall adhere to the approved proposal concept for the commemorative work and to the signed MOU.

3.5.3 Most commemorative works will follow the following typical submission policy: one Schematic submission, one Design Development submission and one Construction Document submission. Depending on the complexity of the project NCA may alter the submission requirements by adding or deleting certain reviews.

3.5.4 The donor's A/E is responsible for producing a correct, complete, and fully coordinated set of drawings, design narrative, calculations, sample boards and specifications for the successful completion of the project in accordance with professional practice standards and VA criteria.

3.5.5 At each submission, the donor's A/E shall date all material and present designs on standard size drawings that are appropriately labeled "SCHEMATIC SUBMISSION", "DESIGN DEVELOPMENT SUBMISSION", or "CONSTRUCTION DOCUMENT SUBMISSION", in large block letters above or beside the drawing title block. In each submission, the donor's A/E shall incorporate the corrections, adjustments and changes made by NCA at the previous review.

3.5.6 A/E Seal: Each Construction Drawing shall bear the seal and signature of the registered professional architect, landscape architect or engineer responsible for its design. Before the final contract documents are issued for construction, a principal of the design firm shall be required to provide a signed certification that all drawings and calculations have been properly signed and sealed by the appropriate individual for each discipline, in accordance with the rules and regulations of the local state

licensing authority. This certification shall be forwarded to the NCA Office of Construction Management upon the completion of the Construction Documents.

3.5.7 The donor or the donor's A/E firm shall submit complete packages at each stage of design to the Office of Construction Management with copies to the Cemetery, MSN and Office of Field Programs.

3.5.8 Office of Construction Management:

3.5.8.1 Reviews design documents, receives and consolidates comments from MSN and Cemetery and prepares comments to be considered by Review Board

3.5.8.2 Convenes Review Board up to four times a year.

3.5.9 Review Board reviews design, makes recommendation and forwards to Office of Construction Management.

3.5.10 Office of Construction Management responds to donor group with consolidated NCA comments at each stage of design document review.

3.5.11 Upon completion of Construction Documents, Office of Construction Management makes recommendation on approval of design documents for the commemorative work

3.2.9.1 Prepares decision letter for signature of Under Secretary for Memorial Affairs.

## 3.6 Construction Requirements

3.6.1 Construction and Inspection

3.6.1.1 The donor organization and/or its general contractor shall coordinate the construction with the designated Construction Monitor.

3.6.1.2 The contractor shall obtain all necessary licenses and/or permits required to perform this work.

3.6.1.3 On-site work must be performed during the cemetery's normal operating hours.

3.6.1.4 All on-site contractor work must be coordinated with the cemetery's ongoing grounds maintenance and burial operations, including funeral traffic and "quiet times" during the funerals. Work shall interfere as little as possible with normal functioning of the cemetery, including operations of utility services, fire protection systems, and any existing equipment, and with work being done by others. The construction contractor shall keep roads clear of construction materials, debris, standing construction equipment, and vehicles. The contractor shall perform a clean-up of the construction site at the close of construction work each day.

3.6.1.5 The designated Construction Monitor shall monitor the progress of the commemorative work for compliance with the approved drawings and specifications.

3.6.1.6 The designated Construction Monitor shall inspect the commemorative work for compliance with the approved drawings and specifications.

3.6.1.7 The designated Construction Monitor shall make certain that the contractor leaves the surrounding grounds or cemetery grounds in the same or better condition after the construction of the monument is completed. All debris resulting from the construction shall be removed by the contractor.

### 3.6.2 Liability requirements

3.6.2.1 Liability insurance requirements for each donated commemorative work shall be stipulated in the MOU between NCA and the donor group. The donor group shall provide the contractor's certification of liability insurance in amounts and as stipulated in the MOU.

3.6.2.2 The donor organization is responsible for obtaining the Contractor's Certification of Liability Insurance, Performance and Payment Bonds and providing them to the designated Construction Monitor prior to start of construction.

3.6.2.3 The donor organization and its contractor are responsible for ensuring that all work is done in a manner that safeguards all VA employees and the public. The contractor shall be solely responsible for any and all actions of his/her employees and shall take all responsible precautions necessary to protect persons and property from injury or damage. Furthermore, the contractor and his/her employees shall fully comply with all applicable Federal, State, County, and City Laws, ordinances, Right-to-Know laws, EPA guidelines and regulations.

3.6.2.4 The donor organization and its contractor are responsible for the prompt replacement of any contractor-damaged cemetery structure, feature or equipment, including but not limited to: turf, trees, plant beds, landscaping; walks; curbs and gutters; road pavement; headstones or markers; utility and service lines; valve boxes, grid monument control markers, irrigation lines and equipment, etc. Damage shall be brought to the immediate attention of the designated Construction Monitor before any corrective action is taken. The contractor shall bear all costs associated with repair, replacement and reinstallation of damaged property to the cemetery director's satisfaction.

## 3.7 Endowment for Maintenance

3.7.1 An agency trust fund or endowment shall be established for each commemorative work to accept, hold, and invest monies for future needs of monuments in a revenue generating account similar to authorities granted to the National Park Service and General Services Administration for maintenance of memorials and monuments under their jurisdiction.

3.7.2 The amount provided by the donor group as an endowment for perpetual maintenance of the commemorative work shall be a fixed percentage of about ten percent of the cost of construction or other appropriate amount as specified in the MOU.

## 4.0 Standardized Memorial Monument Donations

### 4.1 General guidelines and requirements

- 4.1.1 Standardized Memorial Monuments will be accepted only from organizations whose purposes, objectives, teachings as exemplified by their constitution, by-laws and activities are primarily patriotic in nature. The organization must be based on a primary objective to honor and recognize military service and have thus acquired a distinctive patriotic character and purpose. Standardized Memorial Monuments may also be accepted from governments (federal, state and local.)
- 4.1.2 Standardized Memorial Monuments will not be accepted from individuals.
- 4.1.3 Only one memorial monument honoring a specific subject matter will be accepted at a cemetery.
- 4.1.4 The primary components of the proposed memorial monument do not feature actual or realistic replicas of ordnance.
- 4.1.5 The proposed memorial monument is primarily secular in nature and does not feature explicit religious emblems or themes.
- 4.1.6 The proposed memorial monument does not include words or design elements that are incompatible with VA or NCA mission to honor veterans, or that could be perceived as offensive or derogatory by a reasonable person.
- 4.1.7 The proposed memorial monument does not bear acknowledgment of individual or corporate contributors, nor any advertising.
- 4.1.8 If the memorial monument honors a military event (war or major conflict), it is at least 10 years after the officially designated end of the event.
- 4.1.9 For any potential replication of an existing monument, memorial, or artwork from another location, the donor has certified in writing that the group has received any necessary permission(s) or approval(s) for replication.
- 4.1.10 The memorial monument honors:
  - 4.1.10.1 Military service in the U.S. Armed Forces by groups or organizations (as distinctive from individuals and civilian service, however notable and patriotic); or
  - 4.1.10.2 Those physically interred in that national cemetery (e.g., allied forces, prisoners of war, Confederate personnel).
- 4.1.11 Standardized memorial monuments which meet all criteria and with a total value of \$3,000 or less may be accepted by the cemetery director. Standardized memorial monuments which meet all criteria and with a total value of \$5,000 or less may be accepted by the MSN director. Monuments with a total value over \$5,000 will be forwarded to the Director, Office of Field Programs.

## 4.2 Application Process

4.2.1 A request for placement of a memorial monument shall be submitted in writing to the Cemetery Director.

4.2.1.1 Each proposal to donate a standardized memorial monument should contain the following:

4.2.1.1.1 Identification of Donor Organization (includes mailing address of Donor Organization, designation of organization's principal point of contact, and - for other than government entities - documents or articles of incorporation, membership criteria, history of Donor Organization, proof of tax exempt status, and copy of the constitution and by laws, if not a recognized National organization according to 38CFR14.628.)

4.2.1.1.2 Technical drawings of proposed monument design showing:

- 4.2.1.1.2.1 All four elevations, plan, and foundation specifications with exact dimensions
- 4.2.1.1.2.2 Exact inscription and details of all text and graphics
- 4.2.1.1.2.3 Materials specified in the fabrication
- 4.2.1.1.2.4 Location proposed by donor group
- 4.2.1.1.2.5 Conceptual landscape plan for proposed location

4.2.2.3 Narrative explanation of commemorative intent (includes background and historical information on the group or event to be commemorated or memorialized, a statement of relevance or relationship of commemoration to Donor Organization, and an explanation of reasons for seeking placement in a VA national cemetery.

4.2.2.4 Contractor's name and phone number

4.2.2.5 Contractor's Certification of Liability Insurance

4.2.2.6 Copy of Terms and Conditions of Acceptance by VA for Gift Donation signed by the donor.

4.2.2.7 Estimate of Approximate Cost (including design, fabrication, and installation.)

4.2.2.8 Proposed schedule for fabrication, delivery, and installation.

4.2.2.9 Schedule for Dedication Ceremony (if requested). See Appendix K for procedures and time line.

4.2.2.10 The Cemetery Director shall review and approve/disapprove the request and respond to the donor organization in writing if memorial is valued at \$3,000 or less, or forward to the MSN director for approval if the total value is over \$3,000.

4.2.2.11 The MSN Director shall review and approve/disapprove the request and respond to the donor organization in writing if memorial is valued at \$5,000 or less, or forward to the Director, Office of Field Programs for review if the total value is over \$5,000.

#### 4.3 Design guidelines and requirements

4.3.1 Character: The Standardized Memorial Monument shall be artistically designed and consistent with the purpose of the cemetery as a national shrine.

4.3.1.1 Quality of Design: The design of the Standard Memorial Monument and all its features shall exhibit excellence that is characterized by refinement in composition, balance, artistic skill, thought-provoking intention, and timeless quality. The design should convey dignity and appropriateness to a reasonable person and invite quiet reflection. The design of the monument and its features shall not detract from or infringe upon other monuments in the cemetery.

4.3.1.2 Use of Color: Color applied to stone and metal is limited to organizational emblems of the donor group and the service seals. Inscriptions may use grey-scale litho chrome to improve legibility.

4.3.2 Dimensions: The size range for standardized memorial monuments is 24" to 36" high, 33" to 45" wide and 12" to 20" deep. Proposed memorial monuments outside of this size range shall follow the guidelines for commemorative works.

#### 4.3.3 Materials and Workmanship:

4.3.3.1 The Monument shall be granite, marble, limestone, or natural boulder, in the natural color of the material.

4.3.3.2 If a memorial plaque is part of the Monument, it shall be of cast bronze or cast stainless steel in its natural color.

4.3.3.3 Where incising of inscription is used in lieu of a plaque, granite or marble is to be used. Inscriptions may use grey-scale litho chrome to improve legibility.

4.3.3.4 The materials and workmanship of the monument, including the plaque and the stone base, shall be of durable materials of the highest quality, free of flaws and imperfections.

#### 4.3.4 Concrete Foundation:

4.3.4.1. The donor group shall arrange for a concrete pad a total of four (4) inches wider and four (4) inches longer than the memorial monument dimensions at its base, and of appropriate thickness to provide support under the monument. The pad shall be set flush with the ground and shall extend no more than 2 inches beyond the monument on any side. The design of the foundation is to meet soil/climate conditions and shall be coordinated with the Cemetery Director.

4.3.4.2 The concrete foundation specifications must be a part of technical drawings submitted in the proposal package

#### 4.4 Location guidelines and requirements

4.4.1 The specific locations for Standardized Memorial Monuments vary by cemetery and include some or all of the following:

4.4.1.1 Along a Memorial Walkway that is designed for the collective display of memorial monuments donated by various recognized veterans groups.

4.4.1.2 In a specific area designated for the collective display of memorial monuments donated by various veterans groups.

4.4.1.3 In areas designated on the Cemetery Master Plan that are designed for the collective display of memorial monuments by various recognized veterans groups.

4.4.1.4 At cemeteries where the locations listed above do not exist, memorial monuments may be located in a limited number of sites as approved by the Cemetery Director. The cemetery director shall consult with the MSN to determine an appropriate location.

4.4.1.5 Placement in the national cemetery of standardized memorial monuments is final. Monuments will not be relocated or removed.

#### 4.5 Delivery and Installation Requirements

##### 4.5.1 Delivery

4.5.1.1 The donor organization and/or their monument contractor shall coordinate with the cemetery director to set the date and time for delivery and installation of both the standardized memorial monument and foundation.

4.5.1.2 Foundations must be installed in sufficient time to allow the concrete to cure prior to placing the monument.

4.5.1.3 The Cemetery Director shall inspect the monument upon delivery to the cemetery before installation. If the monument does not conform in every detail to the approved design, the delivery of the memorial monument will not be accepted.

4.5.1.4 The monument contractor shall be required to unload and set the memorial monument. They shall not be permitted to drive powered trucks over turf areas at any time. Monuments shall be transferred from the delivery truck to the memorial pathway/installation site by means that will not damage cemetery property such as a pneumatic-tire hand truck or other portable equipment, approved by the cemetery director.

#### 4.5.2 Installation

4.5.2.1 Work must be scheduled in advance and must be performed during the cemetery's normal operating hours.

4.5.2.2 All contractor work must be coordinated with the cemetery's ongoing grounds maintenance and burial operations, including funeral traffic and "quiet times" during the funerals. Work shall be executed so as to interfere as little as possible with normal functioning of the cemetery, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. The monument contractor shall keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.

4.5.2.3 The Cemetery Director shall make certain that the monument contractor leaves the cemetery grounds in the same or better condition after the installation of the monument is completed. All debris resulting from the installation will be removed by the contractor.

#### 4.5.3 Liability requirements

4.5.3.1 The donor organization is responsible for obtaining the Contractor's Certification of Liability Insurance [Appendix E] and providing it to the cemetery director prior to the start of installation. The contractor shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State.

4.5.3.2 The donor organization and its contractor are responsible for ensuring that all work is done in a manner that safeguards all VA employees and the public. The contractor shall be solely responsible for any and all actions of his/her employees and shall take all responsible precautions necessary to protect persons and property from injury or damage. Furthermore, the contractor and his/her employees shall fully comply with all applicable Federal, State, county, and city laws, ordinances, Right-to-Know laws, EPA guidelines and regulations.

4.5.3.3 The donor organization and its contractor are responsible for replacement of any contractor-damaged cemetery structure, feature or equipment, includes but not limited to: turf, trees, plant beds, landscaping; walks; curbs and gutters; road pavement; headstones or markers; grid monument control markers; utility and service lines; valve boxes, irrigation lines and equipment, etc. Damage shall be brought to the immediate attention of the cemetery director before any corrective action is taken. The contractor shall bear all costs associated with repair, replacement and reinstallation of damaged property to the cemetery director's satisfaction.

#### 4.5.4 Contractor Certification: The contractor shall provide certification of insurance that contains at least the following:

4.5.4.1 Company complies with applicable Federal and State Worker Compensation and occupational disease studies.

4.5.4.2 Bodily Injury Liability Insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence and the name of the insurance company.

4.5.4.3 Property Damage Liability Insurance coverage of at least \$500,000 and the name of Insurance Company

4.6 Maintenance: The National Cemetery Administration will provide reasonable care and maintenance of the memorial monument.

**Checklist for Standardized Memorial Monument Donation****INFORMATION Phase :**

- 1. Inquiry to donate received (record of initial contact or letter from a group wishing to donate a memorial monument to the U.S. Department of Veterans Affairs, National Cemetery Administration)
- 2. VA Cemetery Director provides donor group a Donation Kit for Standardized Memorial Monuments. This kit contains the following:
  - a. Checklist for Standardized Memorial Monument Donations (Appendix A)
  - b. Guidelines and requirements for donation of monuments
  - c. Terms and Conditions of Acceptance by VA for Gift or Donation (Appendix C)
  - d. Location for Standardized Memorial Monuments at the specific cemetery to receive the donation (Appendix D)
  - e. Contractor's Certification of Liability Insurance (Appendix E)
  - f. Information About Hosting Ceremonies or Special Events at VA National Cemeteries (Appendix K)

**PROPOSAL Phase :**

- 3. Donor Group submits a written proposal (two complete copies) requesting permission to donate standardized memorial monument. Proposal contains the following:
  - a. Identification of Donor Organization (includes: address of Donor Organization, documents or articles of incorporation and proof of tax exempt status from the IRS, copy of the constitution and by laws of the donor, if not a recognized National Veterans Organization, membership, history of Donor Organization and designation of organization's principal point of contact)
  - b. Technical drawings of proposed monument design showing:
    - b.1 all four elevations, plan, and foundation plan, with exact dimensions
    - b.2. exact inscription and details of all text and graphics
    - b.3. materials specified in the fabrication
    - b.4. location proposed by donor group
    - b.5. conceptual landscape plan for proposed location
  - c. Narrative of commemorative intent (includes background and historical information on what group or event is being commemorated or memorialized, statement of relevance or relationship of commemoration or subject to Donor Organization, explanation of reason(s) for placement in a VA national cemetery)
  - d. Memorial supplier's name and phone number
  - e. Contractor's Certification of Liability Insurance
  - f. Copy of Terms and Conditions of Acceptance by VA for Gift or Donation signed by the donor
  - g. Estimate of Cost (including design, fabrication, and installation)
  - h. Proposed schedule for fabrication, delivery, and installation
  - i. Proposed schedule for dedication ceremony (if requested)

- 4. Cemetery Director acknowledges in writing receipt of the proposal (Appendix H) explains the review process and time frames to expect either approval or disapproval and sends MSN a copy of the proposal
- 5. Cemetery Director reviews proposal for compliance with specified criteria
- 6A. If proposal meets specified criteria, Cemetery Director reviews Master Plan to recommend site and forwards review comments to donor to finalize proposal.  
OR
- 6B. If proposal does not meet specified criteria, Cemetery Director informs donor group in writing of disapproval of donation (Appendix G.)
- 7. Donor group revises proposal if necessary and resubmits. Cemetery Director informally confers with donor group, informs donor group of approved location and returns proposal for changes until proposal is complete

**PROPOSAL APPROVAL Phase (valued at \$3,000 or less):**

- 8A. Cemetery Director informs donor group in writing of approval of donation (Appendix G), signs and returns *Terms and Conditions of Acceptance by VA for Gift or Donation* (Appendix C.)

OR

**PROPOSAL APPROVAL Phase (valued between \$3,000 and \$5,000):**

- 8B.1. Cemetery Director forwards proposal to MSN with cemetery findings and recommendations
- 8B.2. MSN Director:
  - a. Reviews proposal, cemetery findings and recommendations
  - b. Informs donor group in writing of approval/disapproval; if approved, provides donor group with location and forwards review comments to donor to finalize proposal; sends cemetery a copy of the response

OR

**PROPOSAL APPROVAL Phase (valued more than \$5,000):**

- 8C.1. Cemetery Director forwards proposal to MSN office with cemetery findings and recommendations
- 8C.2. MSN Director reviews proposal and cemetery findings and submits to Field Programs with recommendation for approval/disapproval

- 8C.3. Field Programs:
  - a. Reviews cemetery and MSN findings and recommendations
  - b. Consults Office of Construction Management if needed
  - c. Prepares decision letter for signature of Under Secretary for Memorial Affairs
- 8C.4. Under Secretary for Memorial Affairs signs letter approving or disapproving donation of standardized memorial monument valued at more than \$5,000.

#### **INSTALLATION Phase**

- 9. Donor Group procures monument and, in coordination with the Cemetery, sets time of delivery and installation of the memorial monument
- 10. Cemetery Director inspects monument condition on delivery and its conformance to the design documents. Conforming monument accepted for installation
- 11. Donor group's contractor executes installation as stipulated, with Cemetery oversight
- 12. Cemetery staff conducts final inspection of installed monument
- 13. Actions, if needed, to follow up to correct deficiencies, damage or other adjustments

#### **REPORTING Phase**

- 14a. Optional Dedication ceremony (refer to NCA Directive 3170 for policy)
- 14b. Cemetery Director reports installation of monument per NCA Notice 2006-03

**Checklist for Commemorative Work Donation****INQUIRY Phase :**

- 1. Interested group inquires about donating a commemorative work (record of initial contact or letter from a group wishing to donate a commemorative work to the U.S. Department of Veterans Affairs, National Cemetery Administration)
- 2. VA Cemetery Director provides donor group a Commemorative Work Donation Kit that includes the following:
  - a. Checklist for Commemorative Work Donations (Appendix B)
  - b. Guidelines and requirements for donations
  - c. Sample MOU (Appendix I)

**PROPOSAL Phase :**

- 3. Donor Group submits conceptual proposal (two complete copies) to donate a Commemorative Work. Proposal contains the following:
  - a. Identification of Donor Organization (includes: address of Donor Organization, documents or articles of incorporation and proof of tax exempt status from the IRS, copy of the constitution and by laws of the donor, if not a recognized National Veterans Organization, list of membership, history of Donor Organization and designation of organization's principal point of contact).
  - b. Conceptual design drawings of proposed monument design showing:
    - b.1. Elevations, plan, and dimensions
    - b.2. Potential areas for inscriptions and proposed text if available
    - b.3. Materials proposed
    - b.4. Location proposed by donor group
    - b.5. Conceptual landscape plan for proposed location
  - c. Narrative of commemorative intent (includes background and historical information on what group or event is being commemorated or memorialized, statement of relevance or relationship of commemoration or subject to Donor Organization, explanation of reasons for placement in a VA national cemetery)
  - d. Estimate of Cost (including design, fabrication, and construction/installation)
- 4. Cemetery Director:
  - a. Acknowledges the conceptual proposal in writing (Appendix H) and explains the Commemorative Works process and time frames to expect either approval or disapproval
  - b. Reviews proposal for compliance with general guidelines and requirements
  - c. Reviews the Cemetery Master Plan
  - d. Confers with donor group on the site recommendation
  - e. Forwards proposal to MSN office with cemetery findings and recommendations

- 5. Memorial Service Network
  - a. Reviews proposal and cemetery director's findings
  - b. Makes recommendation for acceptance or non acceptance of proposal
  - c. Submits to Office of Field Programs
- 6. Field Programs reviews proposal, prepares comments and forwards to Office of Construction Management
  - a. Reviews proposal, cemetery director's and MSN's findings
  - b. Makes recommendation for acceptance or non acceptance of proposal
  - c. Submits to Office of Construction Management
- 7. Office of Construction Management reviews proposal and convenes Review Board
- 8. Review Board considers proposal, makes recommendation and forwards to Office of Construction Management

**PROPOSAL APPROVAL Phase :**

- 9. Office of Construction Management prepares recommendation package and forwards to Field Programs for decision
- 10. Field Programs:
  - a. Reviews OCM's and Review Board's findings
  - b. Makes recommendation for acceptance or non acceptance of proposal
  - c. prepares decision letter for signature of Under Secretary for Memorial Affairs
- 11. Under Secretary for Memorial Affairs signs letter approving or disapproving donation of commemorative work
- 12. Field Programs develops MOU for approved donation
- 13. Donor Group signs MOU
- 14. Under Secretary for Memorial Affairs signs MOU

**DESIGN REVIEW / APPROVAL Phase :**

- 15. Donor initiates design development for approved concept and submits design review packages to OCM with copies to cemetery, MSN and Field Programs
- 16. Construction Management:
  - a. Notifies SHPO of proposed action
  - b. Convenes Review Board
- 17. Cemetery reviews and prepares comments on each submittal
- 18. MSN reviews and prepares comments on each submittal

- 19. Field Programs reviews and prepares comments on each submittal
- 20. Construction Management:
  - a. Reviews and prepares comments on each submittal
  - b. Leads joint NCA review including Review Board review
  - c. Orchestrates design reviews with Donor Group
  - d. Coordinates any SHPO reviews
  - e. Upon donor's completion of Construction Documents, prepares decision letter approving final design
- 21. Under Secretary for Memorial Affairs signs letter approving final design of the commemorative work

#### **CONSTRUCTION / INSTALLATION Phase**

- 22. Office of Construction Management recommends monitoring option to Field Programs
- 23. Field Operations determines option for construction monitoring
- 24. Donor Group constructs Commemorative work as approved
- 25. Designated construction monitor monitors construction progress
- 26. Final Inspection is conducted by designated construction monitor
- 27. Punch list items are corrected
- 28. Commemorative Work is reinspected

#### **POST CONSTRUCTION Phase**

- 29. Cemetery Director accepts completed donation; Issues Custody Receipt.
- 30. Optional Dedication ceremony (refer to NCA Directive 3170 for policy).
- 31. Cemetery Director reports installation of monument per NCA Notice 2006-03.

**Guidelines and Requirements for Review and Acceptance of Memorials**

**DEPARTMENT OF VETERANS AFFAIRS  
NATIONAL CEMETERY ADMINISTRATION  
NATIONAL CEMETERY**

**TERMS AND CONDITIONS OF ACCEPTANCE BY VA FOR A GIFT OR DONATION  
OF STANDARDIZED MEMORIAL MONUMENT**

As an officer or recognized representative of \_\_\_\_\_, I hereby certify and acknowledge on behalf of the organization the following conditions relating to the donation of \_\_\_\_\_, to \_\_\_\_\_ National Cemetery.

1. The acceptance of the gift or donated item by the National Cemetery Administration is subject to the provisions of Title 38 U.S.C., Chapter 24, Section 2407.
2. Title to the donated item passes to, and is vested in, the United States, and the donor relinquishes all control over the future use or disposition of the gift or donation.
3. The donor is responsible for all costs related to design and acquisition, transporting, installing, and finishing the installation of the donation.
4. The donor is responsible for all costs for repairs related to damage to cemetery features and infrastructure caused by the installation of the donated item including, but not limited to: turf and landscaping; walks; curb and gutter; street paving; and utility and service lines.
5. The design plans and exact location for placement of the donation must be approved by the Cemetery Director.
6. All actions associated with installation and dedication of donated items will be approved in advance by the Cemetery Director.
7. The National Cemetery Administration will provide reasonable care and maintenance of the donated item and accountability of the gift.

We agree to the above conditions:

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Printed Name of Representative or Officer

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Title

---

Signature of Representative or Officer

---

Date

---

Signature of Cemetery Director

---

Date



**DEPARTMENT OF VETERANS AFFAIRS  
NATIONAL CEMETERY ADMINISTRATION  
NATIONAL CEMETERY**

**LOCATIONS FOR STANDARDIZED MEMORIAL MONUMENTS**

At \_\_\_\_\_ National Cemetery Standardized Memorial

Monuments are placed at the \_\_\_\_\_ area designated for collective display of memorials donated by various veterans groups.

**Guidelines and Requirements for Review and Acceptance of Memorials**

**DEPARTMENT OF VETERANS AFFAIRS  
NATIONAL CEMETERY ADMINISTRATION  
NATIONAL CEMETERY**

**CONTRACTOR'S CERTIFICATION OF LIABILITY INSURANCE  
FOR STANDARDIZED MEMORIAL MONUMENT**

I certify that \_\_\_\_\_ on \_\_\_\_\_:  
(Name of Company) (Date)

- a. Our company complies with applicable Federal and State Worker Compensation and occupational disease studies;
- b. Our company has current Bodily Injury Liability Insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence with \_\_\_\_\_; and  
(Name of Insurance Company)
- c. Our company has current Property Damage Liability insurance coverage of at least \$500,000 with \_\_\_\_\_.  
(Name of Insurance Company)

---

Printed Name of Company Official

---

Title

---

Signature of Company Official

---

Date

---

Street Address

---

City/State/Zip Code

---

Telephone Number

**Guidelines and Requirements for Review and Acceptance of Memorials**

**DEPARTMENT OF VETERANS AFFAIRS  
NATIONAL CEMETERY ADMINISTRATION  
NATIONAL CEMETERY**

**SAMPLE LETTER APPROVING DONATION OF A MONUMENT(valued at \$3,000 or less)**

<Date>

Mr. <Name>  
<Title>  
<Address>

Dear Mr. <Name>:

Your request, on behalf of the <Donor Group Name>, to place a memorial on this cemetery's Memorial Trail is approved. The documents and drawings you submitted are in accordance with the guidelines for such a memorial.

We're privileged that your organization has selected \_\_\_\_\_ National Cemetery as the site for a memorial honoring those who served in the <Name of group being honored>.

We look forward to hearing from the <Monument Company Name> when the memorial has been completed to arrange for its placement. If I may be of further assistance I can be reached at \_\_\_\_\_, or by e-mail at \_\_\_\_\_@va.gov.

Sincerely,

<Name>  
Director

cc: MSN Director

**Guidelines and Requirements for Review and Acceptance of Memorials**

**DEPARTMENT OF VETERANS AFFAIRS  
NATIONAL CEMETERY ADMINISTRATION  
NATIONAL CEMETERY**

**SAMPLE LETTER DISAPPROVING DONATION OF A MONUMENT (valued at \$3,000 or less)**

<Date>

<Name>  
<Title>  
<Address>

Dear Ms. <Name>:

Thank you for your <Donor Group Name> organization's recent request to donate a memorial monument to be placed in the memorial <walkway/path/area> at \_\_\_\_\_ National Cemetery. I am sorry to inform you that your request is not approved.

The primary purpose of the Memorial Path is to honor military service in the United States Armed Forces by groups or organizations, as distinctive from individuals and civilian service, however notable and patriotic. The memorial that you have proposed honors <an individual, Governor John Doe.>

I regret that we cannot accommodate your request. If you have any questions, please contact me at <phone number>.

Sincerely,

<Name>  
Director

cc: MSN Director

**Guidelines and Requirements for Review and Acceptance of Memorials**

**DEPARTMENT OF VETERANS AFFAIRS**  
**NATIONAL CEMETERY ADMINISTRATION**  
**NATIONAL CEMETERY**

**SAMPLE LETTER ACKNOWLEDGING RECEIPT OF A PROPOSAL TO DONATE  
A COMMEMORATIVE WORK OR A MEMORIAL MONUMENT**

<Date>

<Name>  
<Title>  
<Address>

Dear Ms. <Name>:

Thank you for your <Donor Group Name> organization's recent offer to donate a <commemorative work> <memorial monument> to be placed at \_\_\_\_\_ National Cemetery.

Please be advised that your offer will be submitted for approval through the NCA <commemorative work> <memorial monument> review process.

You will be contacted after a decision has been made.

Sincerely,

<Name>  
Director

cc: MSN Director

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNITED STATES DEPARTMENT OF VETERANS AFFAIRS  
AND  
VETERANS PARK, A NON-PROFIT CORPORATION

I. PURPOSE

This Memorandum of Understanding will establish the framework for the donation by VETERANS PARK to the Department of Veterans Affairs ("VA"), of various enhancements to beautify and improve portions of the campus of the West Los Angeles Medical Center and the VA Los Angeles National Cemetery.

II. BACKGROUND

A. VETERANS PARK has evidenced an intention to raise money, solely under its auspices, which it will offer to VA in the form of various enhancements to the VA Medical Center, West Los Angeles, and the VA Los Angeles National Cemetery. The initial phase of the implementation of this Memorandum of Understanding will be directed to the enhancements to the VA Los Angeles National Cemetery.

B. VA has authority pursuant to 38 U.S.C. §§ 2407 and 8104(e) to accept gifts and donations for the enhancement of the VA West Los Angeles Medical Center and VA Los Angeles National Cemetery.

C. VA applauds the efforts of VETERANS PARK to enhance the campus of the VA West Los Angeles Medical Center and the VA Los Angeles National Cemetery. VETERANS PARK and those raising funds on its behalf shall have the right to distribute this Memorandum of Understanding or portions of it, but because of restrictions imposed by Federal law, under no circumstances will any statement be made, either oral or written, that the fundraising efforts of VETERANS PARK are supported or endorsed by VA. Further, other than referencing this Memorandum of Understanding or any subsequent written approvals of VA, VA specifically prohibits VETERANS PARK or those raising funds on its behalf from using VA's name, or the name of any employee or official of VA, in any manner which would indicate that VA is a sponsor of, or participant in, the fund-raising efforts of VETERANS PARK.

D. To facilitate VA's review of the terms and conditions of the Offer of Donation, VETERANS PARK will submit to VA a detailed description of the enhancements in the form of concept and working drawings or other submittals which will specifically identify the location and type of enhancements. The enhancements will be strictly limited to those projects identified below, and will not include any other project(s) as identified in the Veterans Parkway conceptual design plan of March 1996 offered by VETERANS PARK.

**III. OFFER OF DONATION**

A. The enhancements will be limited as follows:

1. appropriate plantings and landscaping at the western edge of the Medical Center bordering San Vicente Boulevard;
2. appropriate plantings and landscaping to line Wilshire Boulevard and the Veterans Parkway; and
3. appropriate fencing and landscaping for the Los Angeles National Cemetery and the burial of overhead utility lines at the Los Angeles National Cemetery.

B. The Offer of Donation will be submitted by an authorized official of VETERANS PARK, who will represent VETERANS PARK in all discussions with VA and have authority to commit VETERANS PARK and its donors to any final agreement reached with VA. The Offer of Donation must include a statement that sufficient funding is or will be available in an amount sufficient to cover the total cost of the enhancement project(s) identified in this Paragraph III.

C. VA will review the Offer, the concept and working drawings and any other submittals, and provide comments or suggest revisions to VETERANS PARK within 20 working days of receipt.

D. VA solely will determine whether acceptance of the Offer of Donation or any portion thereof, including concept and working drawings, is in the VA's best interest.

E. Prior to the commencement of any project(s), as identified in this Paragraph III, VETERANS PARK will obtain a Performance Bond in the penal amount of 100 percent of the contract price agreed upon between VETERANS PARK and its contractor, which bond will remain in effect for the duration of the project(s). VETERANS PARK will furnish the Performance Bond to the Under Secretary for Health, on behalf of VA, before VA will authorize VETERANS PARK to commence work on the West Los Angeles Medical Center or Los Angeles National Cemetery project(s).

F. Prior to the commencement of any project(s), as identified in this Paragraph III, VETERANS PARK will provide the Under Secretary for Health, on behalf of VA, with a statement that the contractor(s) selected to perform the project(s) at the West Los Angeles Medical Center and the Los Angeles National Cemetery is licensed, bonded and insured in amounts acceptable to VA.

G. Prior to the commencement of any project(s), as identified in this Paragraph III, VETERANS PARK will provide the Under Secretary for Health, on behalf of VA, with a statement that all necessary licenses, permits and approvals have been obtained from the various Federal, state and local authorities, as applicable.

H. The Under Secretary for Health, or the Director, Los Angeles National Cemetery, as applicable, and VETERANS PARK will determine when work on the project(s) will commence to ensure minimal adverse impact on the Medical Center and the National Cemetery. VA will issue a Revocable License to VETERANS PARK, which will constitute permission to enter VA property and to commence work on the project(s). The Revocable License will remain in effect for the duration of the enhancement project(s).

I. The Under Secretary for Health, or designee, or the Director, VA Los Angeles National Cemetery, as applicable, periodically will inspect the work being performed on the project(s), as identified in this Paragraph III, to ensure it is proceeding in a timely manner. Once work has been completed, the Under Secretary for Health, or designee, or the National Cemetery Director, as applicable, will inspect the work to determine if the project(s) is in full compliance with the plans and specifications previously approved by VA. The Under Secretary for Health, or designee, or the National Cemetery Director, as applicable, will be the sole judge whether the project(s) is in full compliance with the approved plans and specifications. If the Under Secretary for Health, or designee, or the National Cemetery Director, as applicable, determines there are deficiencies of any kind in the work performed by VETERANS PARK, the Under Secretary for Health, or designee, or the National Cemetery Director, as applicable, will advise VETERANS PARK in writing of the deficiencies, which deficiencies must be remedied by VETERANS PARK within 20 calendar days of receipt of written notice.

J. After any and all identified deficiencies have been corrected by VETERANS PARK, the Under Secretary for Health, or designee, or the Director, VA Los Angeles National Cemetery, as applicable, will reinspect the project(s), and if completed to their satisfaction, the project(s) formally will be accepted. Once a project(s) has been accepted, any and all enhancements to the VA West Los Angeles Medical Center or VA Los Angeles National Cemetery will become the property of the VA, which will have sole responsibility for the control and disposition of the enhancements.

K. With the exception of special enhancements not typically placed on VA National Cemeteries (fountains, etc.), VA will be responsible for maintenance of all improvements to the VA Los Angeles National Cemetery undertaken by VETERANS PARK pursuant to this Memorandum of Understanding. For such special enhancements, VETERANS PARK agrees to fund an endowment sufficient to generate income required for annual maintenance of such improvements. The parties will contribute their best efforts to agree on the amount of the endowment and the income required for maintenance, and VETERANS PARK reserves the right to eliminate such special enhancements in the event the parties cannot agree on the funding required.

**IV. EFFECTIVE DATE, TOTALITY OF AGREEMENT, AMENDMENT, TERMINATION**

A. This Memorandum of Agreement becomes effective on the date of the later signature.

B. This Memorandum of Agreement represents and contains the entire and only agreement and understanding among the parties with respect to the subject matter of the Agreement, and supersedes any and all prior and contemporaneous oral and written agreements, understandings, representations, inducements, promises, warranties, and conditions among VETERANS PARK and VA. No agreement, understanding, representation, inducement, promise, warranty or condition of any kind with respect to the subject matter of this Agreement shall be relied upon unless expressly incorporated herein.

C. This Memorandum of Agreement shall be binding on, and inure to the benefit of the successors, assigns, and heirs of VETERANS PARK and VA. Nothing in the Agreement, express or implied, is intended to confer upon any person or entity other than VETERANS PARK or VA or their respective successors and assigns, any rights or benefits under or by reason of this Agreement, except as provided herein.

D. This Memorandum of Agreement will remain in effect unless amended, modified or superseded. Additions, deletions or changes shall be made in writing and signed by the signatories or their designated representatives.

IN WITNESS WHEREOF, VETERANS PARK and VA have executed this Agreement this 12 day of December 1997.

DEPARTMENT OF VETERANS  
AFFAIRS

By: Hershel W. Gober  
Hershel W. Gober  
Acting Secretary  
Department of Veterans Affairs

VETERANS PARK

By: Susan C. Young  
Susan C. Young  
Executive Director  
Veterans Park

**Guidelines and Requirements for Review and Acceptance of Memorials**

**DEPARTMENT OF VETERANS AFFAIRS  
NATIONAL CEMETERY ADMINISTRATION  
NATIONAL CEMETERY**

**Custody Receipt**

\_\_\_\_\_ National Cemetery  
<Location>, <State>  
<Name of Commemorative Work>

This Receipt hereby establishes and transfers custody this \_\_\_\_\_ day of <Month> <Year> and completion is acknowledged by the Department of Veterans Affairs of the commemorative work named above and all associated construction detailed and described in the approved plans and specifications as donated by <Name of donor group>.

The work named above is subject to the terms and conditions of the Memorandum of Understanding between VA and the <Name of donor group>.

For <Name of Donor Group>

For the Cemetery:

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<Name>  
<Title>

Date

---

<Name>  
Cemetery Director,  
<National Cemetery>

Date

Copies:      Retain an original of this form at the cemetery for your files  
                  Send an original to VACO, NCA History Program (41C4)  
                  Send an original to the Donor Group  
                  Send a copy to the MSN office

**Information About Hosting Ceremonies or Special Events at VA National Cemeteries**

**Request Procedures:** A sponsoring organization that seeks to hold a ceremony or special event at a Department of Veterans Affairs (VA) national cemetery must submit a written request to the Cemetery Director in sufficient time to be received 30 days in advance of the proposed event. Requests involving the discharge of firearms or cannons with blanks require additional processing and requests should be received at the cemetery at least 45 days (but not less than 30 days) before the proposed ceremony or special event. The request must be submitted by an officer or official of the sponsoring organization and must contain the following information:

- a. Identity of organization;
- b. Date/time period requested for the event;
- c. Specific location within the cemetery where the organization would like to hold the event;
- d. Brief summary of the purpose and nature of the event; for example, how the event would honor the memory of those interred in the cemetery;
- e. Copy of the event's agenda, including a list of proposed activities and names and affiliations of potential speakers;
- f. Description of the estimated audience size and affiliations (if known);
- g. Any potential logistical or support needs;
- h. The name(s) and contact information for the official(s) who will be primarily responsible for organizing the event; and
- i. A statement that the sponsoring organization assumes all liability for actions and events that are directly related to the ceremony or special event and will hold VA harmless for any damage to property and/or injuries that are directly related to the ceremony.

**Ceremonial Use of Weapons:** If the event will include the carrying or discharge of firearms or cannons with blanks, the sponsoring organization must provide a letter, signed and dated by an officer or representative official of the sponsoring organization, at least 30 days, but preferably 45 days, in advance of the requested date certifying that:

- a. The carrying and/or discharge of firearms or cannons with blanks will be made only in the context of memorializing those buried within the national cemetery in connection with an officially authorized ceremony; and
- b. The sponsoring organization accepts liability for any harm to persons or property resulting from the carrying and/or discharge of firearms or cannons on cemetery grounds and will hold VA harmless for any damage to property and/or or injuries resulting from such actions.

**Standards of Conduct on VA Property:** All non-VA ceremonies/special events held at VA national cemeteries are governed by the provisions of 38 CFR Section 1.218, Rules and Regulations Governing Security, Law Enforcement, and Standards of Conduct on Veterans Affairs Property, and the policies and procedures stated in NCA Directive 3170.

## **NEW MONUMENT or MEMORIAL REPORT**

**This form, along with requested materials, will be completed and forwarded to NCA History Program (41C4) within 30 days of installation.**

Cemetery Name \_\_\_\_\_ Station No \_\_\_\_\_

Monument or Memorial Name \_\_\_\_\_

Date Installed and/or Dedicated \_\_\_\_\_

Donor Name \_\_\_\_\_

Cost \_\_\_\_\_ Dimensions \_\_\_\_\_

Materials \_\_\_\_\_

Artist/Designer/Manufacturer \_\_\_\_\_

Monument/Memorial's location in cemetery \_\_\_\_\_

Inscription(s)

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*(Continue inscription(s) on back of this page, if necessary)*

**Please submit at least 2 photographs of the monument/memorial (front and back) along with 1 copy of dedication ceremony announcements, clippings, media coverage, plans or related documentary materials for this memorial to NCA History Program. Digital images acceptable as long as saved in .tif format and submitted on a Compact Disk.**

---

\_\_\_\_\_  
Signature of Cemetery Director      Date \_\_\_\_\_

Copies: Send original of this form to VACO, NCA History Program (41C4)  
Retain a copy at the cemetery, for your files  
Send your MSN office a copy

## TOWN COUNCIL PROCEEDINGS

**MARCH 6, 1995**

**JACKSON, WYOMING**

The Town Council met in regular session in the Council Chambers of the Town Hall at 6:00 pm. Upon Roll Call the following were found to be present:

**MAYOR:** Abi Garaman

**COUNCIL:** Mark Obringer, Jim Macy, Scott Anderson and Abe Tabatabai

**STAFF:** Suzanne Young, Roxanne DeVries, Dan Hesse, Sandy Buckstaff, Alan Robertson, Dave Cameron, Bob Horne, Sylvia Kreel and Dan Izzo

The meeting commenced with the pledge of allegiance to the flag.

**Item 3 - MINUTES**

A motion was made by Scott Anderson to approve the minutes of February 21, 1995. The motion was seconded by Abe Tabatabai. The vote showed all in favor. Motion carried.

**Item 4 - PUBLIC HEARING FOR COMMUNITY DEVELOPMENT BLOCK GRANT**

Dan Izzo explained that the State requires a sponsor for an entity to obtain grant funds and that sponsor is the Town of Jackson. He stated the money comes from the state and requires only a few hours of his time to administer the funds through the Town.

Don Jackson stated that the State would be 75% of the fees for a management consultant and the client pays 25% of the fees. He explained that he was a consultant for the state for this type of request. He stated the applicant was LHI, Inc. and the owner came from Australia. He explained that they import a product called a dashlight that plugs into the cigarette lighter of your car and it stayed charged all the time.

Mayor Garaman opened a public hearing on this community development block grant. There was no public comment. Mayor Garaman closed the public hearing.

Council discussion followed regarding the company itself and the reason for the request. The grant was for \$7500 for technical assistance.

Mayor Abi Garaman asked Dan Hesse to read Resolution 10(a). Dan Hesse read the resolution.

### RESOLUTION 95-09

WHEREAS, the State of Wyoming - Division of Economic & Community Development has funds available for Economic Development Technical Assistance Grant, under the Community Development Block Grant Program; and

WHEREAS, LHI, Inc., has requested that the Town Council of the Town of Jackson, Wyoming, act as a sponsoring agency in requesting technical assistance; and

WHEREAS, the Town Council has determined that this business has the potential of creating new jobs in the Town of Jackson and would add to the industrial diversity in the Town of Jackson, and the State of Wyoming; and

WHEREAS, the Town Council has advertised a public hearing on the application of LHI, Inc. for a technical assistance grant, through the Community Development Block Grant Program of the State of Wyoming Division of Economic & Community Development, and urge the passage of this grant application.

NOW, THEREFORE, the Town Council of the Town of Jackson, Wyoming does hereby

March 6, 1995  
page 2

endorse the CDBG Technical Assistance Grant application of LHI, Inc. as submitted.  
DATED THIS 6TH DAY OF MARCH, 1995.

Abe Tabatabai asked if the Town would hurt their other grant chances by supporting this grant. Dan Hesse stated it would not.

A motion was made by Scott Anderson to approve Resolution 95-09. The motion was seconded by Abe Tabatabai. The vote showed all in favor. Motion carried.

**Item 5 - CONSENT AGENDA**

Item 5(a) Malt Beverage Permit for Jackson Hole Snow Devils. A motion was made by Scott Anderson to approve the Malt Beverage Permit for the Jackson Hole Snow Devils and ask the applicant to insure that no minors are served and that they clean up after their event. The motion was seconded by Jim Macy. The vote showed all in favor. Motion carried.

**Item 6 - MATTERS FROM THE PUBLIC**

Item 6(a) Dave Hauser - Additional Retail Liquor Licenses. Dave Hauser voiced concern over the issuance of the two additional retail liquor licenses. He stated there were enough licenses in Town, the restaurants were creating adverse impacts on the full retail licenses, the business for existing retail licenses was stagnated, there would be adverse impacts on housing and employee housing, wholesale beer distribution was down, ski business was down, and the issuance of these additional licenses would cut the pie too thin.

Mayor Abi Garaman stated this was one time the Town Council could stop more businesses coming to Town. He felt it would be an increased cost to the Town.

Roxanne DeVries stated that the Council could issue these licenses to currently existing businesses that wanted to upgrade their license.

Matthew Miles, owner of Spirits of the West, presented the Council with a map of the Town showing the location and type of liquor licenses already in existence.

Todd Cedarholm, a resident near the brew pub, requested the Town Council consider the impacts on the residential neighborhoods.

Jim Macy stated it was not up to the Council to take part in the competitiveness of local businesses. He stated the state laws were archaic but the Town had to comply with those laws, he also stated the Council needed to protect their neighborhoods.

Item 6(b) Larry North - Town Memorial. Larry North, representing the American Legion as its commander, introduced other members of the company present at the meeting. He gave a history of the memorial in the Town Square. He requested the Town of Jackson maintain the memorial and update the information on the memorial and budget for that maintenance and upkeep. He would like a policy developed to implement this request. Mr. North invited anyone to attend a meeting on March 21 at 6:30 at the Legion to discuss the Iranian rescue mission.

Abe Tabatabai felt that Mr. North should make the same presentation to the Board of County Commissioners.

Mayor Abi Garaman stated that Homar Richards was the most honorable man he had ever known in his life.

Dan Izzo stated that this would be a function of the Parks and Recreation Department and suggested Mr. North contact Jack Frappart to begin that process in conjunction with the budget process.

March 6, 1995  
page 3

Item 6(c) Bob Hammond - Jackson Hole Jaycees. Bob Hammond discussed the fireworks show and their financing concerns. He requested the Council to consider funding \$7500, \$2500 for the 95 show and \$5000 for the 96 show. He realized the Council could not give a commitment for next year's budget, but wanted an opinion. He stated the Visitor's Council gave them \$10,000 for the 1995 show.

Jim Macy felt the show had outgrown our community and our expense account.

Abe Tabatabai felt it was one of the best shows he has seen on any 4th of July. He felt it drew a lot of people to Town.

Dan Izzo stated the Council could amend this years budget right up until the adoption of the next year's budget.

Bob Hammond stated that they would do the parade and the street breakfast this year and the money from the Christmas Tree sales goes towards the fireworks show as well. Scott Anderson stated that the 4th of July did not happen without the Jaycees. Bob Hammond stated they were cutting their budget \$4500 from last year for the fireworks show.

A motion was made by Scott Anderson to direct staff to prepare a resolution amending the budget for this fiscal year to allocate \$2500 to the Jackson Hole Jaycees. The motion was seconded by Abe Tabatabai. The vote showed Garaman, Anderson, Tabatabai and Obringer in favor, Macy opposed. Motion carried.

Item 6(d) Elk Antler Auction - Jim Wallace. Jim Wallace gave a history of the Elk Antler Auction. He stated the purpose of the original street closure was for individuals to only sell the dropped raw antlers. He felt the local vendors benefitted from the sales by these street vendors. He was in favor of allowing the street vendors to sell dropped antlers only.

Scott Anderson asked how it had changed to finished products. Mayor Abi Garaman felt it just got out of control, and he felt if they allow the sale of raw antlers a portion of the proceeds should go to the Boy Scouts.

Jim Van Nostrand voiced concerns over the street vendors. He felt the event was a good thing for Jackson and felt it could be promoted nationally. He felt the finished products detracted from the event. He felt they should rethink the project and do something else.

John Bickner, local store owner, spoke against the street vendors. He stated the Town and state was losing revenue by these people selling without sales tax. He felt it was unjust to allow sales by these street vendors.

Barabara Kenyon, from the Rotary Club, explained that the Boy Scouts did not want anything to do with non Elk Refuge antlers. She stated that they were doing this as a service and if the Town wanted to cancel it, it was fine with them. She stated they were strictly in support of the raw antlers only and not the proliferation of the other products.

Richard Keen, owner of Elkhorn Designs, stated that he had contacted Bill Westbrook regarding the street vendors and was informed that the Police Chief was aware of what was going on and that it was being handled. He felt it was an unfair situation because these out of state and town vendors do not donate to the local economy.

Chief Cameron gave a history of his relationship of the event. He stated that there was a process set up in the Town Code to deal with the issue of collecting sales tax. He felt that the situation could be enforced as provided for in the Municipal Code.

Scott Anderson asked if the raw antler vendors could unload their goods in a parking slot with no vehicles there.

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Mark Obringer agreed that they should sell the parking stalls as a booth and get the cars out of there. Jim Macy felt the community could benefit by the Rotary Club sponsoring a trade show for these people.

Dan Hesse stated that it was a matter of enforcement on this issue. He stated that if the Town issued a blanket license, the Rotary Club was responsible for several issues as provided for in the Code.

Jim Wallace stated that to have the other vendors here helped the Boy Scouts because the vendor antlers were very poor quality. He felt the vendors supported the local businesses.

Scott Anderson felt that the vendors selling raw antlers should be allowed in a "non back of the truck sort of way." He felt the antlers should just be out on the street in a pile, and would support that on a trial basis.

A motion was made by Abe Tabatabai to allow the sale of raw antlers on the Saturday of the Boy Scout Elk Antler Auction without the trucks and pursuant to Section 5.20.020 of the Municipal Code and to close Deloney street between Cache and Center. The motion was seconded by Jim Macy. The vote showed Garaman, Tabatabai, Obringer and Macy in favor, Anderson opposed. Motion carried.

Mayor Garaman called a five minute recess.

**Item 12(b) ITEM 94-91, COMPLETE NEIGHBORHOOD MASTER PLAN FOR LIFT 7 TOWNHOMES IN THE MR-4 DISTRICT (POSTPONED FROM 2/21/95)**

Sylvia Kreel gave an overview of this request. She stated that the project had been before the Planning Commission twice and they had requested changes be made. No changes were made and that was why it received a unanimous recommendation for denial. She explained that since that time the applicant has made a number of changes.

Jim Macy felt this should go back to the Planning Commission for their review.

A motion was made by Jim Macy to remand Item 94-91 back to the Planning Commission / Board of Adjustment and they would hear it on March 15, 1995. The motion was seconded by Scott Anderson. The vote showed all in favor. Motion carried.

**Item 7 - MATTERS FROM MAYOR AND COUNCIL**

Item 7(a) Line of Credit for Van Vleck House/Tri County Group Home. The Van Vleck House/Tri County Group Home may run short of funds this year and they requested an emergency allocation in the form of a Line of Credit be established. A motion was made by Mark Obringer to establish a line of credit for the Van Vleck House/Tri County Group Home in an amount not to exceed \$15,000. The motion was seconded by Scott Anderson. The vote showed all in favor. Motion carried.

Item 7(b) Appointment to Juvenile Task Force. A motion was made by Mark Obringer to appoint Scott Anderson to the Juvenile Task Force. The motion was seconded by Abe Tabatabai. The vote showed all in favor. Motion carried.

Item 7(c) Town Square Lighting Update. Alan Robertson gave a report on the Town Square Lighting. He explained that there were fixtures in place but they were shorting out because of the water and snow. He suggested raising them up and out of the dirt.

A motion was made by Scott Anderson to direct staff to illuminate the statue in the Town Square to improve the lighting overall. The motion was seconded by Mark Obringer. The vote showed all in favor. Motion carried.

## TOWN COUNCIL PROCEEDINGS

January 5, 1976

Jackson, Wyoming

The Town Council met in Regular Session in the Council Chambers of the Teton County Courthouse at 9:00 A.M. Upon roll call the following were found to be present and so answered to-wit:

MAYOR: Lester I. May  
COUNCILMEN: A.E. McCain, Howard Walters,  
Norman Mellor, Thomas Lamb

Motion was made by Walters, second by Mellor, to approve the minutes of 16 December, 1975 meeting, as printed. All in favor, motion carried.

The following Ordinance #188 was read for the second reading:

AN ORDINANCE AMENDING AND REENACTING CERTAIN SECTIONS OF CHAPTER 7.04 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON, RELATING TO THE KEEPING OF HORSES AND OTHER ANIMALS BY SPECIFYING MINIMUM AREA REQUIREMENTS FOR THE KEEPING OF HORSES, PROVIDING FOR APPLICATION AND APPEAL PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

Motion was made by Walters, second by Mellor, to table the foregoing Ordinance #188. All in favor, motion carried.

Further motion made by Walters, second by Mellor, to table the subsequent Ordinances #189 and Ordinance #190. All in favor, motion carried.

The following Ordinance #192 was read for the third reading:

AN ORDINANCE AMENDING THE ZONING DISTRICT MAP OF THE TOWN OF JACKSON AND PROVIDING FOR AN EFFECTIVE DATE.

Motion by Mellor, second by Lamb, conditioned upon the granting of street right-of-way by Albert Nelson dba, N-U Ventures that the foregoing ordinance be passed and approved for the third reading. All in favor, motion carried.

The following Ordinance #193 was read for the third reading:

AN ORDINANCE ADDING TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON, WYOMING, CHAPTER 8.28 PROVIDING FOR THE NUMBERING OF HOUSES AND OTHER BUILDINGS WITHIN THE TOWN; PROVIDING FOR THE MAINTENANCE OF A MAP DENOTING BUILDING NUMBERS; PROVIDING A PENALTY FOR FAILURE TO COMPLY; AND PROVIDING AN EFFECTIVE DATE.

Motion was made by Lamb, second by Walters, that the ordinance be passed and approved for the third and final reading. All in favor, motion carried.

The following Ordinance #194 was read for the second reading:

AN ORDINANCE ADDING TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON, WYOMING, CHAPTER 8.32 PROVIDING FOR THE REGULATION OF THE USE OF ALARM SYSTEMS; DEFINING TERMS; PRESCRIBING FEES, BONDS, PENALTIES; AND PROVIDING AN EFFECTIVE DATE.

Motion was made by Mellor, second by McCain, that the ordinance be passed and approved for the second reading. All in favor, motion carried.

Motion made by Mellor, second by Lamb, that the following Ordinance #197 be read in short title only, for the first reading:

AN ORDINANCE VACATING A PORTION OF WEST BROADWAY OF THE TOWN OF JACKSON; AND PROVIDING AN EFFECTIVE DATE.

Motion was made by Mellor, second by Walters, that the ordinance be passed and approved for the first reading. All in favor, motion carried.

The Honorable H.L. Jensen, Wyoming House of Representatives, was present to see if there was any way that he might assist the Town of Jackson during the upcoming session of legislature. Several items were discussed, Council thanked Representative Jensen for taking the time to meet and talk with them.

Building Reports for December and the calendar year 1975, were acknowledged.

Staff reported on the infiltration-inflow correction which has been completed by Penetryn System, Inc. Recommendation of staff to proceed with necessary engineering plans and specifications to go out to bid in order to correct infiltration in the sewer mains and manholes.

Mr. Homar Richards presented the Council with a preliminary plan for the erection of a monument in the Town Square to honor Wyoming Servicemen. Motion was made by Lamb, second by Walters, to approve with modifications as needed. All in favor, motion carried.

Councilman Mellor and Lamb reported on their recent attendance at the National League of Cities Convention.

Motion was made by Lamb, second by Mellor, that the following bills be allowed as read and ordered paid:

GENERAL FUND: Charles R. Argento, \$786.20; Joel M. Bard, \$845.40; Frank Bell, \$1007.42; Richard E. Berger, \$31.07; E.S. Bruhn, \$949.02; Jonnie Channell, \$193.67; John Dorsey, \$846.62; Shirleen Dunne, \$176.17; Herman Gerres, \$793.00; James Goodrick, \$708.46; Dianne Gray, \$423.03; Richard W. Hays, \$1162.27; Arthur Jones, \$644.70; Thomas H. Jordan, \$949.02; Loyd F. Laker, \$917.68; Rex Lancaster, \$47.07; Diane Lane, \$485.01; David Larson, \$474.25; Donna Lawson, \$425.49; Lester I. May, \$322.78; Mary Lou Meeks, \$569.33; DeAnn Nethercott, \$658.15; Stanely N. Roice, \$738.99; Robert E. Stewart, \$224.98; Boyd A. Ward, \$903.50; Ted Woodward, \$557.25; Duane F. Wroe, \$1933.89; Micheal J. Yokel, \$918.11; Robert D. Zimmer, \$816.39; Richard E. Berger, \$91.14; ABC Heating, \$172.37; American Express, \$641.22; Amoco Oil Co., \$51.62; B & W Market, \$241.70; Barco Municipal Products, \$285.68; Bearing & Industrial Sales, \$4.57; Becker Fire Equipment, \$675.12; Belden Dodge, \$54.54; Bill's Standard, \$22.17; Book Publishing Co., \$143.00; Callaghan and Co., \$69.00; Certified Laboratories, \$55.00; Char-ral Floral, \$16.00; Chevron Oil Co., \$16.41; Clark's Ready Mix, \$257.82; Cross Texaco, \$4.90; Delcon, Inc., \$37.10; Fidelity & Guaranty Life Ins., \$96.25; First National Bank, \$725.56; Fox Valley Marking, \$35.34; Fred's Market, \$70.94; Grand Teton Photo, \$28.29; Richard Hays, \$3.64; Holladay's, \$1099.84; Independent Oil, \$206.94; Int. Assoc. of Chiefs of Police, \$7.26; Itex of Idaho Falls, \$97.50; JHL Exxon, \$145.00; Jackson Chevron, \$14.00; Jackson Drug, \$1.47; Jackson Food Market, \$57.72; Jackson Hole Guide, \$208.98; Jackson Hole Hardware, \$8.24; Jackson Lumber, \$99.61; Jackson State Bank, \$4,148.30; Jansen Fire Equipment, \$16.45; Just Right Janitorial, \$100.00; Thomas K. Lamb, \$200.00; Lamb's, \$164.98; Lower Valley Power & Light, \$1224.71; Lynch's Standard, \$5.85; Master Charge, \$273.15; Max's Mobil, \$7.50; A.E. McCain, \$200.00; Norman Mellor, \$200.00; Mountain Bell Telephone, \$467.90; Motor Mart, \$230.68; N.H.P.Q., Inc., \$5766.72; Phillip Petroleum Co., \$26.55; Pine Cone, \$81.12; Quality Cleaners, \$83.20; RT Crossman, \$5.73; Ron's Glass & Paint, \$15.00; Standard Oil, \$913.31; Don Stocker, \$23.73; Teton Auto Parts, \$23.73; Teton Motors, \$91.10; Charles C. Thomas, \$4.70; Tice's 66 Oil Co., \$143.29; Uinta Pioneer Press, \$104.53; U.S. Geological Survey, \$20.00; Valley Shop, \$67.61; Howard L. Walters, \$230.00; Wedco Manufacturing, \$61.88; Wheeler Machinery, \$31.23; Wilson Construction, \$771.73; Wilson Equipment & Supply, \$16.32; Workmen's Compensation, \$45.14; Wycoff, Inc., \$7.75; Wyoming Department of Revenue, \$48.00; Wyoming Federal Surplus Property, \$63.20; Wyoming Fire Fighters, \$50.00; Wyoming Highway Department, \$60.00; Wyoming Retirement System, \$2975.33; Wyoming Hospital Medical Services, \$904.76; Xerox Corporation, \$282.80; Petty Cash, \$144.35; Jackson State Bank, \$104,371.06; Fidelity & Guaranty Life Ins., \$96.25.

UTILITY FUND: Russell Conley, \$671.32; Clayton Corsi, \$571.56; Jack Griset, \$860.24; Gervase Jensen, \$914.37; Micheal Nelson, \$488.88; Postal Service, \$77.31; Analytical Measurements, \$9.00; Bell's Handyman, \$52.00; Clark's Ready Mix, \$299.75; Continental Oil Co., \$17.34; Dana Kepner Co., \$384.92; Electri-Center, \$3.11; First National Bank, \$457.00; Ford Chemical Laboratory, \$10.00; Fred's Market, \$18.10; Jackson Hole Hardware, \$56.35; Jackson State Bank, \$573.78; Jackson Vangas, \$105.07; Jackson Wireless, \$94.10; Lamb's, \$15.04; Lower Valley Power & Light, \$1462.49; Master Charge, \$211.47; Mid-American Research, \$156.66; Mountain Bell Telephone, \$32.17; Motor Mart,

\$44.54; N.H.P.Q., Inc., \$99.00; Pacific States Cast Iron Pipe Co., \$414.77; Penetryn System, Inc., \$9,500.00; Standard Oil, \$84.17; Teton Auto Parts, \$7.31; Teton Vangas, \$15.90; Texaco, Inc., \$17.38; Wasatch Chemical Division, \$13.75; Wyoming Hospital-Medical Services, \$79.40; Wyoming Retirement System, \$258.45.

There being no further business, the meeting adjourned.

Lester I. May  
Lester I. May, Mayor

ATTEST:

DeAnn L. Nethercott  
DeAnn L. Nethercott, Town Clerk

## TOWN COUNCIL PROCEEDINGS

July 20, 1976

Jackson, Wyoming

The Town Council met in Regular Session in the Council Chambers of the Teton County Courthouse at 8:00 P.M. Upon roll call the following were found to be present and so answered to-wit:

MAYOR: Lester I. May  
COUNCILMEN: Howard Walters, Norman Mellor,  
Thomas Lamb

Motion made by Mellor, second by Lamb, to approve the minutes of 1 July meeting. Councilman Walters expressed objection of the approval of minutes because of the action taken regarding the Women's Softball Field. Walters asked Council to resend the action taken at the 1 July meeting regarding the Women's Softball Field. Town Attorney Larson advised the Council that the appropriate action at this time would be to approve the minutes as actually happened and a separate action must be taken to reverse the decision of the previous meeting. May, Mellor, Lamb in favor. Walters against. Motion Carried.

Motion made by Walters, second by May, that the Women's Softball Field be returned to the same status as existed prior to the meeting July 1, 1976. Walters, May in favor. Mellor, Lamb against. Motion fails.

Mrs. Karen Davidson, representing the Women's Softball Association presented the Council with letters from G.D.S. Electric, Bishop Franklin D. Radford, Jackson Hole Ski Corporation and Jackson State Bank as sponsors of Women's Teams requesting Council act favorably regarding the need of a playing field for women. Mrs. Davidson stressed the need for playing facilities and presented the Council with many pages of signatures of property owners, business owner, and registered voters backing the women in their request. Mrs. Davidson then asked that Council not delay their decision later than August 17, 1976. Councilman Mellor stated he would attempt to get a commitment on another property by that date; and if he could not, he would change his vote to go along with the Snow King location.

The following ordinance was read for the third and final reading:

AN ORDINANCE AMENDING TOWN OF JACKSON ORDINANCE NO. 188, SECTION 1 AND SECTIONS 7.04.030 (f) OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON RELATING TO THE KEEPING OF HORSES AND OTHER ANIMALS BY MAKING A FIVE FOOT FENCE SET BACK OPTIONAL WITH ADJACENT PROPERTY OWNERS AND PROVIDING AN EFFECTIVE DATE.

Motion by Mellor, second by Lamb, for the ordinance to be passed and approved for the third and final reading; with the ordinance being designated as Ordinance No. 204. All in favor, motion carried.

Mr. Felix Buchenroth requested the Council match a donation of \$1,000.00 by Teton County for the Veteran's Memorial Monument in the Town Square. Motion by Lamb, second by Mellor, to meet the donation of the County. All in favor, motion carried. All in favor, motion carried.

Mr. and Mrs. Clarence Wenzel were present and requested a retaining wall be constructed along their property on Kelly Street. Town Attorney Larson stated he has attempted to meet with Mr. Wenzel's legal counsel and engineer, to date has been unable to get all of the principals together.

Mr. Cecil Lynch was present regarding the temporary sign ordinance; questioned the recent amendment to the ordinance pertaining to portable signs. Town Attorney Larson advised that there was no grandfather clause within the ordinance. It therefore pertained to all portable signs. Mr. Lynch also inquired if the Town Police were enforcing the jay-walking ordinance because of a number of near accidents between pedestrians and automobiles.

Jackson Hole Jaycees President Gary Burgess presented the Council with a certificate in appreciation for the help of the Town during the Jaycees Bi-Centennial Roundup.

Mr. Olan Riniker was present regarding street repairs and paving to East Kelly. Town Administrator Wroe advised that the work is scheduled within the next seven=(7) days.

Mr. Mel Locke advised Council that a business within the Town was using the unimproved alley west of Redmond between Simpson and Hansen, for access to parking spaces. Mr. Locke indicated that if it was a legal alley, he is requesting improvements thereon.

Mr. D.T. Rogers, legal counsel for Ray Floreani, was present regarding detouring on Broadway due to road construction. Mr. Rogers requested that consideration be given to moving the detouring further to the east. Council agreed to direct staff to do everything possible to alleviate the problem.

Joanna Johnson and Mildred Bagley requested information from the Town regarding possible access to sewer line in vicinity of Vangas Headquaters. Town Administrator Wroe requested time to investigate the problem further and advise.

Boyd Wilde, Weldon Richardson, Hazen Cotterell were present concerning a drainage problem on their property at the Western Saveway Food Building. Mr. Wilde stated the problem had been created by advise received from the Town Engineer. Town Engineer Stocker advised that Town staff made no decision nor gave any grade checks regarding the drainage on this property. Stocker further stated that they look to their engineer or contractor on the problem.

Staff directed to contact the Wyoming Highway Department requesting re-striping of traffic lanes on the highway within the Town limits.

Councilman Mellor brought the subject of making deputy sheriffs permanent Town police officers. Motion by Mellor, second by Lamb, to deputize the sheriffs officers on a temporary basis, for the time being. All in favor, motion carried.

Councilman Mellor inquired of the status on the revision to Ordinance No. 105. Administrator of Planning Services Dan Cowee advised that the Planning Commission are reviewing the definitions of the ordinance as the present time. Further revisions will be made as soon as possible.

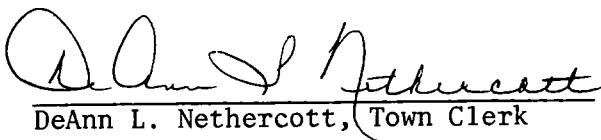
Motion made by Walters, second by Mellor, to make the Jackson Hole News as the Official Advertising Newspaper for the Town. All in favor, motion carried.

Motion made by Lamb, second by Mellor, to name the Jackson State Bank and First National Bank of Jackson Hole as Official Depositories for the Town. All in favor, motion carried.

There being no further business, the meeting adjourned.

  
Lester I. May, Mayor

ATTEST:

  
DeAnn L. Nethercott, Town Clerk