

Missoula Cemetery Board Meeting
Thursday, May 4, 2017
12:00pm
Missoula City Cemetery Office

Minutes

Present: Kim Seeberger, Mary Lou Cordis, Paul Filicetti, Ron Regan, Mary Ellen Stubb, Lani Moore
Absent: Pat McHugh

Approval of board minutes: April 2017 unanimously approved with corrections.

Public comment. None.

Financials. Revenues and expenditures reviewed.

New or Continuing Items.

BOARD ELECTION OF OFFICERS. Mrs. Seeberger agreed to continue as board Chair and Mr. Filicetti agreed to the Co-Chair position. Officers unanimously approved. Discussion followed on the importance to fill the current board vacancy.

FY18 BUDGET. Updated documents given to board members that included a new request for safety, an increase to Care Fund spending authority for the new plaza, and fund narratives.

ORDINANCE. A recent family inquiry brought to light wording corrections needed to the ordinance. First, remove assignment requirement at time of purchase for niche section and family cremation section. Mr. Regan explained that sometimes it is hard for people to know who will use the site at time of purchase, however, the cemetery has procedures in place that allow us to work with heirs who have the proper legal documents like a will. Also, correct wording in family cremation section so all monuments are consistent in height and allow flexibility in hearth size. This change gives the section a standard look and allows sprinklers to get over the stones. **MOTION: Mr. Filicetti moved to accept the ordinance changes as a final draft. Mrs. Cordis seconded. Ayes, three. Absent, one.**

FEES. Ideas and discussion held on setting monument fees. Mr. Filicetti pointed out that the fee is for perpetuity and is much like an investment that lasts. Mrs. Stubb suggested placing the fee as a price quote and the cemetery board set policy for the fees. Mrs. Cordis said that made sense because so much depends on the stone and situation. Consensus was to submit the fee schedule with the new services and minor changes at this time. The board can consider the possibility of annual percentage increases to fees at a future time. **MOTION #1: Mrs. Cordis moved to accept the fee changes as a final draft. Mr. Filicetti seconded. Ayes, three. Absent, one. MOTION #2: Mr. Filicetti moved to refer the final drafts for both the ordinance and fees to committee. Mrs. Cordis seconded. Ayes, three. Absent, one.**

NEW COLUMBARIUM PLAZA. Much discussion held on the plaza design, site preparation, and concrete color cost. The board unanimously chose to pour a green color concrete for the entire plaza.

POLICIES. Policies are a new agenda item for future meetings per the advisement of the city attorney. As we move forward with the ordinance, we will need to make policies that allow more flexibility. Cemetery staff will bring policy wording to the board for consideration and approval. If people have a hard time following the policies then we will have to place them into the ordinance.

Informational Items.

PERSONNEL SAFETY. The cemetery is sharpening safety policies. Mr. Regan has always preached a lot of safety but is no longer in the shop all the time. So safety will be stepped up with weekly safety meetings and training. We had previously purchased hard hats that have safety visors and safety glasses. We have made

extra safety efforts by recently purchasing an OSHA training video and a bar and slings for lifting stones. We are working within our budget to buy additional safety protection and equipment. Mr. Regan is getting quotes to purchase a crane to place on the utility carts to lift monuments which gets us away from barring. The utility cart has a one-ton capability, will have outriggers on it for stability, and hopefully have electric hydraulic. The board was very supportive.

AGREEMENTS. The cemetery is officially placing past written monument agreements into public record. Mr. Regan explained that these letters dated 2005 and 2007 were part of what past boards had done through the years. Mrs. Cordis said the board had tried to make things easier for both the monument company and the cemetery. Mrs. Stubb explained that past board minutes detail the discussions that led to each of these agreements, however, the actual agreement letters were never entered into the official board minutes. City Attorney Nugent suggested we present these agreements as information items to the board in order to create the official public record.

FLOWER CARE. Flower orders, flower care revenue, and the history of flower beds and boxes reviewed. Mrs. Moore reported that flower care orders and revenue were lower than last year but we always have stragglers that pay late. Discussion followed on advertising to out of town families for flower beds and boxes. Mr. Regan explained that three times each week the cemetery intermittent worker spends 4-6 hours hand watering flower boxes. Boxes are preferred for out of town families instead of beds that become weed patches when families do not care for them. We do not advertise but we give out flower care information when folks come to the office.

HISTORIC PRESERVATION AWARD. Missoula City Cemetery Board of Trustees and Missoula City Cemetery are the recipients of the Dorothy Ogg Historic Preservation award for our Stories and Stones program. Mrs. Seeberger will accept the award tonight at the ceremony held in the Roxy Theater.

Adjournment at 1:13pm. Next meeting will be June 1, 2017.



Missoula Cemetery

406-721-2435 • FAX 406-549-7918 • E-MAIL: cemetery@ci.missoula.mt.us
2000 CEMETERY ROAD • MISSOULA, MONTANA 59802

Date: December 2, 2005

For: Garden City Monument Services
Western Montana Monument Services
Missoula Cemetery Board of Directors
Missoula Cemetery Director and Staff

Re: Monument Foundation Border Limitations

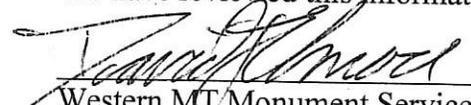
On October 6, 2005 at a regular monthly board meeting the above named parties met to discuss the foundation border requirements as stated in Missoula Municipal Ordinance #3292.

The noted requirements specify 6" side borders and 5" top / bottom borders. The monument companies discussed with the Board of Trustees the difficulty in meeting this requirement. When the stones are ordered from the quarry manufacturer the measurements are rough cut and standard in size. When placing the stones onto a foundation, the rough 'bumps' in the stones protrude into the border resulting in rejection of the stone by the cemetery.

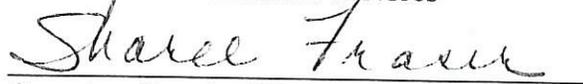
After much discussion, it was agreed to alter the border restrictions with the full understanding that:

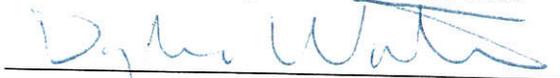
- ALL stones and foundation borders will follow a STRICT minimum 5" side border and a 4" top / bottom border minimum requirement
- ALL stones are to be measured from the widest protruding point or 'bump' in the stone
- ALL stones exceeding the 5" and 4" minimum requirements will be rejected by the cemetery
- If a stone is rejected, it will be the sole responsibility of the monument company to bring the stone into compliance in a timely fashion
- The monument companies will make every attempt to offer families stones meeting the Missoula Cemetery's requirements.
- Rejected stones will not be assessed an additional permit fee from the cemetery
- ALL stones placed prior to October 6, 2005 will be allowed to remain with no alterations required

We have reviewed this information and agree to comply with the requirements as noted above:


Western MT Monument Services


Garden City Monument Services


Cemetery Board of Trustees Chairperson


Cemetery Director



Missoula Cemetery

(406) 552-6070 • Fax: (406) 327-2173 • E-mail: cemetery@ci.missoula.mt.us
2000 Cemetery Road • Missoula, Montana 59802
www.ci.missoula.mt.us/cemetery

Date: January 11, 2007

For: Garden City Monument Services
Missoula Cemetery Board of Directors
Missoula Cemetery Director and Staff

Re: Monument Foundation Border Limitations

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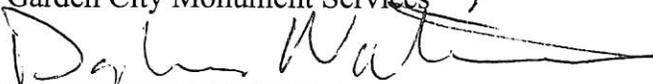
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On January 4, 2007 the information was reviewed. The Board proposed tabling any further decisions for two (2) years. This past agreement stands until re-reviewed in January 2009.

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Garden City Monument Services


Cemetery Board of Trustees Chairperson


Cemetery Director