

Missoula Cemetery Board Meeting
Thursday, March 1, 2018
12:00pm
Missoula City Cemetery Office

Minutes

Present: Kim Seeberger, Paul Filicetti, Mary Lou Cordis, Neil Carson, Susan Aaberg (City Attorney), Tyson Moore (Garden City Funeral Home), Ron Regan, Mary Ellen Stubb, Angela Reichert

Absent: Pat McHugh

Call to Order and Introductions. Introduction of new board member, Neil Carson.

Approval of Minutes: February 2018 unanimously approved as submitted. Clarification letters written to Bob and Michelle Jordan were also entered into record.

Public comment. None.

Financials. Revenues and expenditures reviewed.

New or Continuing Items.

SILVER PARK IRON STORAGE. City Clerk suggests offering the metal to city shops before placing items out to public auction through resolution. Mr. Regan will make those contacts. If city shops want it, then it needs to leave the cemetery and the agreement needs in writing. Mr. Filicetti agreed that the metal is all or nothing and a written agreement would be good.

POLICY: REMOVING PARTIAL CREMATIONS FROM A NICHE. Legal authorization was compared for the funeral home and city cemetery. Mr. Moore stated they do not need all heirs but require next of kin simple majority for written permission. Their due diligence is done through discussion with the family about next of kin. They do not search for folks because they are protected by state statute under right of disposition. Mrs. Stubb noted that our city cemetery requires written permission from all heirs and if one heir does not agree, then the request is not approved. Mrs. Seeberger questioned how the cemetery knows who the proper heirs are. Mr. Regan explained that we rely on research, including obituaries that spell out family members. For burials, we require all heirs to relinquish rights because they all have the same ownership rights. There is no policy in these cases but we rely on ordinance. Ms. Aaberg added that wills and estates are documentation that are also used to determine heirs, especially for grave use. However, in this situation she stated simple majority is fine. Urn destruction was discussed and it was determined to leave that up to the family to replace as needed. **MOTION: Mr. Filicetti moved to approve the policy as changed to read: Niche walls are for the permanent placement of cremations. It is the policy of Missoula City Cemetery that should the cemetery receive a request to access and remove partial cremations from a niche, the following is required:**

- **A written request submitted to the cemetery.**
- **Signed, written permission from the majority of heirs or next of kin; or documentation that the person making the request has the authority to act on behalf of the heirs, decedent, and/or family.**
- **Disinterment and re-interment fees charged.**

Mrs. Cordis seconded. Ayes, four. Absent, one.

POLICY: SCATTERING CREMATIONS. Board consensus was to keep policy simple. **MOTION: Mr. Filicetti moved to approve the policy to read: Missoula City Cemetery prohibits the spreading of cremations within cemetery grounds. This includes gravesites, flower gardens, lawns, or any other area within Missoula City Cemetery. Mr. Carson seconded. Ayes, four. Absent, one.**

POLICY: PHOTOGRAPHY OR FILMING IN CEMETERY. Board consensus was to table this for further discussion. Mr. Moore noted that Sunset has no policy on this because as a flat cemetery, they do not have the ambience that city cemetery does. Ms. Aaberg will review state statute.

MEMORIAL DAY. Flower care invoices will mail on March 16. Monument delivery deadline is April 15, but Mr. Regan noted the cemetery will make every attempt after that date to have monuments placed by Memorial Day. Discussion followed on supplier deadlines. Mr. Moore noted their supplier cutoff is April 15 and he will guarantee any delivery to the cemetery by then because both deadlines are the same. Mr. Regan noted that flushes take time to pour and cure but all the rest we will make work. The cemetery 4-year average shows 18 stones are typically delivered in April and May with the rest set during the summer. Mrs. Cordis suggested that if board members were on the grounds during Memorial Day weekend, they make an effort to introduce themselves and talk with other people who are here decorating.

BOARD BY-LAWS. Board consensus was to table this until members could review the newly revised draft. Ms. Aaberg will send a red-line version so the members can see the changes. Email comments or changes to Ms. Aaberg. One item discussed was the proposed agenda items. Staff reports was explained to be items such as reports on the columbarium plaza or Stories and Stones, so those items would no longer need to be separated on the agenda. Communications was explained to be written correspondence that the cemetery receives. Another discussion was budget. Mr. Regan noted that staff prepares the budget before sending it to council for approval. The budget, revenues, and expenditures are presented to the board as a courtesy so the board stays informed. However, the board must approve spending from the special revenue funds like the capital reserve, niche, and memorial funds before that information is taken to council.

MASTER PLAN. Ms. Aaberg sent an example of a draft resolution and general master plan information. Board members need to write the resolution stating they have the authority to do a master plan, why a plan is necessary, reasons why the board should hire someone to do the work, and an estimated cost. All items can be sent to Ms. Aaberg to finalize. Mrs. Cordis noted that with all the recent and proposed development on this north side, the board needs something in place to protect the cemetery. Ms. Aaberg suggested the resolution include the development concerns and how that would affect cemetery grounds. Mrs. Seeberger stated that Dale Bickell wanted the board to do a master plan and she felt hiring that process out was the only way to assure it was done right. Mr. Regan thought it a good idea for the board to get their thoughts together, but his recent discussions with Dale focused on cemetery goals for the next five and ten years with the object being to have the board submit their goals but not spend money on this. Gwen Jones recently agreed that the cemetery budget cannot support paying for a master plan. Mr. Filicetti stated a master plan would look at the next 50 years but could break out smaller segments. Hiring this out would run between \$40-\$60 thousand dollars. A main reason to hire the process is because this is a very public process and a professional knows how to engage the public correctly in this process. He agreed that tapping the cemetery reserve funds would be a last resort. There are funding options available such as MRA or many smaller sources if we tap into the historic realm. MRA should be a main funding source because the cemetery had a land deal included in the development plans for this area. Mr. Regan noted a land swap was in the written master development plan. Mr. Regan also stated the board resolution and costs need submitted before the upcoming budget season. He believed it would be submitted for mayor review under capital outlay. Should the mayor deny the request, the board could go before council to request the funding.

Informational Items.

FORM ADJUSTMENT. Mr. Regan noted the monument permit form has changed to make it simpler for everyone. Graphics and a table were added for monument type and measurements. All monuments delivered to the cemetery will be set onto marked plywood to verify mow strip requirements. Mr. Moore agreed the form was simple and included all necessary information.

Adjournment at 12:56pm. Next meeting will be April 5, 2018.

Respectfully submitted by Mary Ellen Stubb