

Cemetery approved minutes are from the Board meeting on April 5, 2018 and the CIP Special meeting on April 20, 2018.

Missoula Cemetery Board Meeting
Thursday, April 5, 2018
12:00pm
Missoula City Cemetery Office

Minutes

Call to Order and Introductions Kim Seeberger, Paul Filicetti, Mary Lou Cordis, Neil Carson, Susan Aaberg (City Attorney), Gwen Jones (City Council), Ron Regan, Mary Ellen Stubb, Angela Reichert

Absent: Pat McHugh

Approval of Minutes: March 2018 approved as submitted.

Public comment. None.

Financials. Revenues and expenditures reviewed.

The breakdown of the cemetery revenue was clarified:

- 100% of niche sales goes back to the niche fund to replace walls.
- 100% of donations goes back into the memorial fund to fund special items such as Stories and Stones or special tributes.
- The rest of revenue is split 50/50 to the cemetery reserve and general funds.

Mr. Regan clarified that \$120K in funds are already spoken for in CIP items such as shop heaters, mowers, utility cart, Hotsy pressure washer, and \$12k still for the plaza that is not completed. Mrs. Stubb clarified that foundations and settings are not split 50/50. She stated the city council approved \$3,500 into a line item for foundations. The process for that for example, is when the cemetery takes a flush setting fee, the fee is \$250. The cost of that foundation is \$95 and that has to be reimbursed 100% to the general fund. The balance of \$155 then is split 50/50 between cemetery reserve and general fund.

The board would like to see a more detailed breakdown of the revenue deposited into each fund.

New or Continuing Items.

SILVER PARK IRON STORAGE-Mr. Regan had reached out to the city shops and they declined the metal due to being unusable. Mr. Filicetti approached Peter Lambros chair of the Art Committee, and he was not interested, nor knew ownership. Doug Olsen a member of the Art Committee, was interested in the metal but the cemetery would have to place it out to bid in order for him to purchase it. Due to no one claiming ownership, ownership has defaulted to the cemetery and it is the responsibility of the cemetery to dispose of. Mr. Regan proposed recycling it at the cemetery to create pour tables and forms for concrete monument setting at the cemetery. The rest can be cut up and taken to Pacific Recycling. Ms. Aaberg approved this disposal method.

NEW FY19 BUDGET-Mr. Regan stated the cemetery will have to have a special board meeting to go over CIPs and other items for the FY19 budget. He stated he has to have his budget in April 23rd. Mrs. Stubb stated that the staff will be working on the budget for the next two weeks. Mr. Regan stated that he will move the mower CIP out to FY19, as well as the utility cart and Hotsy only if not purchased FY18. The shop heaters will be done this FY year due to the improvements made this year on the shop doors to get the building sealed up.

POLICY: PHOTOGRAPHY OR FILMING IN CEMETERY. –Mrs. Seeberger created a draft as a starting point for a photography/filming policy in the cemetery. She did not want to put stops on certain types of filming but wanted a set policy that was flexible. Mr. Carson would like to see language that the cemetery has the right to ask people to leave if they are causing a disruption. Mr. Regan stated that that language is already in the ordinance and it can be referred on the policy. The concept of charging a fee was discussed. A new fee would

require city council approval. Ms. Jones suggested that a filming request could be asked to make a donation instead of a fee.

BOARD BY-LAWS-Ms. Aaberg stated that she has made all the edits that were requested and did not receive any additional feedback. Mrs. Stubb clarified for Ms. Jones that the only official board by laws the cemetery has is from 1901 and much of that has been incorporated into the ordinance over the years. She said the board is officially establishing separate board by laws from the ordinance. Discussion was made on two of the articles regarding wording for business items versus informational business and clarification regarding committee creation by the board. Mr. Filicetti stated that member voting by proxy was not allowed after a discussion with Jim Nugent, city attorney. **MOTION: Mr. Filicetti moved to accept the final edits and approve board by-laws.**

Mr. Carson seconded. Ayes, four. Absent, one.

MASTER PLAN-The board discussed whether to approve the resolution with edits that were made. Ms. Aaberg stated the board should make a resolution with the reasons for the resolution. Mrs. Seeberger agreed that more definition was needed for the North side and Scott street neighborhood. Mrs. Cordis stated that she is voting no on the current resolution because she doesn't want to see money taken out of the permanent care fund to pay for the master plan consultation. Mr. Filicetti stated that the resolution does not say where it will be funded from. Mrs. Cordis emphasized that it shouldn't be funded out of the care fund because the budget already shows funds reserved for other items. She stated that a city funded master plan has already been done for the North Side and should include paying for cemetery plans. Ms. Jones stated that funds can be gathered from outside options such as the Mayor's Office or the department head. She suggested writing an email regarding the master plan as part of the budget, and she can assist by meeting with the mayor. MRA funds could possibly be sought. Mrs. Cordis stated that MRA will want cemetery land in exchange. Mr. Filicetti stated a land swap was part of the North side plan. Ms. Jones stated that change is occurring all over Missoula and it would help if the board gave her specific parameters for a master plan and that will help her to help the cemetery. Mrs. Cordis emphasized not wanting to see the care fund money depleted and appreciated Ms. Jones' assistance. Mrs. Seeberger explained that the resolution had nothing to do with funding but to get approval to look at a master plan for the cemetery. Ms. Aaberg stated that the board would need approval from city council to approve a master plan. Mr. Filicetti agreed that before setting a master plan schedule, the proper steps would need to be followed first.

Mr. Regan stated that after the board approves the resolution the next step would be to go to committee sponsored by Ms. Jones. Mr. Filicetti stated the importance of moving the resolution along due to issues at the cemetery such as aging infrastructure, including the dilapidated office building, and changes in cemetery design and trends. He stated the URD is planning, and the board doesn't know what is happening to the land around the cemetery or if the MRA is involved as well. He stated the cemetery has not been approached as a partner in this planning.

Ms. Jones suggested if the board was looking at a master plan at this point to see how to encourage more public use, as the cemetery has a beautiful atmosphere. Ms. Aaberg stated that if the resolution goes to public comment the public will want to know how it will benefit them. Ms. Jones stated this would be a great way for the master plan to incorporate open space planning and connecting different cultures in Missoula. She added that Open space funding might be something the council will consider. The board discussed adding language to the resolution that benefits the public but is appropriate for a cemetery setting. Mr. Carson suggested that having a group such as the Iris society come in will add to the beauty of the cemetery. Mrs. Cordis stated that open gate cemeteries are more susceptible to vandalism and warned against an open trail system. Mr. Carson stated that the whole point of a master plan is to find out what would be appropriate for public use.

The board continued to discuss possible incorporations of public use such as activities only during business hours or open gate hours. Mr. Regan stated that respect for the dead is one of the core jobs of the cemetery, and opening the cemetery up as part of a trail system will lose that respect. Ms. Jones stated if you have a person who specializes in cemeteries do the master plan you may get some new ideas. Mrs. Stubb stated that most of those master plans are for larger cities where weddings, concerts, and movie nights happen at those cemeteries and that whomever the board hires needs to know that this is not what this cemetery wants to do. Mrs.

Seeberger stated that the point of a master plan is for discussing. Ms. Aaberg and Ms. Jones both stated that in order to get approval from city council, language needs to be added on how it will benefit the public.

Mr. Regan stated that he envisioned a large field on the southeast end of the cemetery to become a soccer or lacrosse field. Irrigation could go in planning for future burials. Until then it would be a safer spot for kids to have games than over at Westside Park on Scott street where street parking is narrow. It was discussed that this sort of use was a good idea and should be part of the master plan. Ms. Jones stated that anytime you can incorporate public use is good for the cemetery in the long run. Ms. Aaberg stated that adding, "The Missoula City Cemetery is located in a beautiful setting and the Cemetery Board wishes to explore ways to increase public enjoyment of the City Cemetery." The board agreed to add Ms. Aaberg's language to the resolution. **MOTION: Mr. Filicetti moved to accept resolution with the discussed changes and the cemetery is directed to refer the resolution to committee.**

Mr. Carson seconded. Ayes, four. Absent, one.

Informational Items.

BOARD APPOINTMENTS Upcoming board vacancies and board elections was discussed. Mrs. Stubb stated that elections for board chair and co-chair will occur at next month's board meeting. Mrs. Cordis and Mr. McHugh's appointments are up for renewal this month. Mr. Regan stated that Mrs. Cordis has applied for renewal for her board position. The Mayor's office has not heard back regarding Mr. McHugh.

CEMETERY MONUMENT ORDINANCE (Item not on agenda) Mr. Regan added an informational item regarding the cemetery ordinance assuming no liability for monuments. The cemetery has been fixing 100 year old stones that present a safety hazard to the public. If the cemetery encourages more public use, the cemetery would rather fix the old monuments for public enjoyment than tear down and store them. Mrs. Stubb added that the monuments the cemetery has been fixing have no heirs left to take care of the stones. Ms. Jones inquired as to whether if the monument company set them at least ten years ago if they could fix them. Mr. Regan stated that the ones that need to be fixed are old and take quite a bit of time to fix. It is good training experience for the staff for the new monument cleaning service. Ms. Aaberg stated she will look at the language, but added that the city's liability in monument hazards is minimal. Mrs. Stubb suggested doing an addendum to the ordinance. Ms. Jones stated that it could be added as part of the department's business plan to show that the cemetery cares and will fix issues if needed. Mr. Regan stated that the cemetery is doing more documentation at the cemetery. He stated that in the flower care invoices, surveys were sent to get an idea of what the public wants from the cemetery such as more services, trees, etc. Mr. Filicetti would like to see the returned surveys at the next board meeting.

MEMORIAL DAY (Item not on agenda) Mr. Filicetti inquired on the amount of stones the cemetery has so far that need to be set for Memorial Day. Mr. Regan stated that there is not much from the monument company. Mrs. Stubb clarified just 3 pre-verifications and 3 permits so far. Ms. Jones inquired if that was considered light. Mrs. Stubb confirmed that. Discussion occurred whether the cemetery would be inundated with stones at the deadline. Mr. Filicetti stated that the monument companies told the board they would not do that to the cemetery. Mr. Regan stated that more monuments were coming from the funeral home than from the monument company. The cemetery is prepared with pre-bought foundations and the staff has the ability to pour and set foundations. Hunton Concrete is too busy to assist with the recent flush stones that arrived, so the staff is pouring those themselves. He stated all the monuments that have arrived so far will be set by Monday morning, the staff is doing a great job and has a good system down. The cemetery is ready and prepared to serve the public.

Adjournment at 1:25pm. Next meeting will be May 3, 2018.

Respectfully submitted by Angela Reichert

Missoula Cemetery Special Board Meeting for FY19 CIP budget approval
Friday, April 20, 2018
8:30am
Missoula City Cemetery Office

Minutes

Present: Kim Seeberger, Mary Lou Cordis, Pat McHugh, Ron Regan, Mary Ellen Stubb, Angela Reichert
Absent: Paul Filicetti, Neil Carson

Updates were given on money that was reserved in FY18 and how much of that reserved money needs to carry over and remain designated in FY19.

FY18 Columbarium Plaza. In FY18 the board reserved funds for the construction of the new columbarium plaza. Some of that money has been spent. The unused portion of those reserves will carry over to FY19 to complete the project. **Niche Fund** - Reserved \$10,000. None used to date. The \$10,000 reserve will carry over to FY19. **Capital Reserves** - Reserved \$20,000. Used \$10,388.69 to date. The remaining \$9,611.31 reserve will carry over to FY19. Reserved \$10,000 contingency. None used to date. The \$10,000 will carry over to FY19. **Memorial Fund** - Reserved \$8,000. None used to date. The \$8,000 reserve will carry over to FY19.

FY18 Rolling Stock. Rolling stock is the equipment on the city replacement schedule. Mr. Regan reviewed the rolling stock spreadsheet. Money for equipment on this schedule must always be reserved from the Capital Reserves. In FY18, a mower and utility cart were scheduled for replacement and money was reserved for these purchases. **Capital Reserves** - Reserved \$35,000 for mower. Not purchased yet. The \$35,000 reserve will carry over to FY19. Reserved \$25,000 for utility cart. Not purchased yet. The \$25,000 reserve will carry over to FY19.

Mr. Regan explained that mowers have to be replaced because parts are discontinued and he can no longer fabricate fixes for the machines. He is looking into the government assistance bid program in hopes of saving the cemetery some money on new mowers. He is having difficulty finding mowers that meet cemetery needs. There was discussion about the utility carts and how the cemetery uses them.

FY18 CIPs. In FY18 the board approved two CIPs of heaters for the shop and a hotsy pressure washer for cleaning monuments. **Capital Reserves** – Reserved \$30,000 for heaters. Not purchased yet. The \$30,000 reserve will carry over to FY19. Reserved \$10,000 for hotsy pressure washer. Not purchased yet. The \$10,000 reserve will carry over to FY19.

Mr. McHugh confirmed that carryover amounts reserved from each fund will remain reserved but if the purchases come in at a lower cost or the columbarium project wraps up without spending all the reserves, then the unused money remains in the funds.

Mr. Regan then explained the new rolling stock equipment reserves and CIP requests. All these items are reserved from Capital Reserves.

FY19 Rolling Stock. Reserve \$45,000 for a mower.

FY19 CIPs. Reserve \$3,500 for crack sealing roads and \$16,500 for chip sealing roads.

Mr. Regan explained that the chip and crack sealing was discussed last year and he had tried to get this done without cost to the cemetery. He will continue to work on that but money needs set aside to cover the cost of maintaining our infrastructure. Without this maintenance, our streets will begin to fall apart. The crack sealing will be done by cemetery staff using Street Department equipment. The chip sealing will be done entirely by the Street Department.

Contingencies. Each fund needs money reserved for possible needs. **Niche Fund** - \$2,500 reserved for purchase of nameplates. **Capital Reserves** - \$10,000 is always reserved for the unknown. **Memorial Fund** - \$500 reserved for Stories and Stones.

Mrs. Stubb explained that the Cemetery Board controls approval for spending in these three funds. Budget time is when the board gives that approval. Money is reserved for the specific items. This does not mean the money automatically gets spent. What board approval means is that should those items need replaced or purchased, the money has already been approved for them. Without board approval, then the request would have to go before City Council which could take a while and place the cemetery in a hard spot. Board approval means timely replacement when equipment breaks down.

Mr. Regan noted that this past year was an ah-ha moment because he realized there was not a clear picture of what money goes into the reserve funds and what money is already spoken for and has to stay reserved. If the funds are spent down, the city will not step in to cover these costs. The cemetery is required to manage our funds to cover cemetery needs.

In Summary:

Capital Fund Reserves

FY18 mower	\$45,000
FY18 utility cart	\$25,000
FY18 heaters	\$30,000
FY18 hotsy	\$10,000
FY18 plaza	\$ 9,611.31(balance after expenses)
FY18 contingency	\$10,000
FY19 mower	\$45,000 NEW
FY19 crack sealing	\$ 3,500 NEW
FY19 chip sealing	\$16,600 NEW
FY19 contingency	\$10,000 NEW

Niche Fund Reserves

FY18 plaza	\$10,000
FY19 contingency	\$ 2,500 NEW

Memorial Fund Reserves

FY18 plaza	\$ 8,000
FY19 contingency	\$ 500 NEW

MOTION: Mr. McHugh moved to reserve CIP funds as presented by the cemetery that includes a mower, crack and chip sealing roads, and contingencies. Mrs. Cordis seconded. Ayes three. Absent two.

Respectfully submitted by Mary Ellen Stubb