

Missoula Cemetery Board Meeting  
Thursday, September 6, 2018  
12:00pm  
Missoula City Cemetery Office

**Minutes**

1. **Call to Order** 12:05pm
2. **Roll Call**  
**Board members present:** Paul Filicetti, Mary Lou Cordis, Kim Seeberger, Pat McHugh  
**Board members absent:** Neil Carson  
**Staff:** Ron Regan, Angela Reichert, Susan Aaberg, Gwen Jones  
**Public:** None
3. **Approval of Minutes:** August 2018 minutes unanimously approved.
4. **Public Comment on items not listed on the agenda:** None
5. **Staff Report:** Mr. Regan reported the concrete at the plaza is complete. Chris and Matt from City Hall came due to the cemetery being short two people, it was a great help.

Mr. Regan reported that the cemetery received a surprise visit from the Montana Department of Labor. He stated the visit was good, the cemetery has a few minor things to fix but overall it was good as it allows the cemetery to fix minor violations before they turn into serious ones. Mrs. Jones stated that Montana has the highest rate of workers compensation cases in the states, and it is good to hear that the cemetery is doing great in terms of safety. Mr. Regan stated that safety is very important to him and that these inspections allow for positive changes such as the crew using a crane to move stones.

**A detailed staff report was given to the board. Discussion followed:**

Mrs. Reichert reported on a recent communication issue with the monument company. –**see attached report.**

The board discussed the recent monument communication issues. The board agreed that current policies are good and to give the new policies more time until reviewing again. Mr. Regan stated that the goal of the cemetery is to serve the people of Missoula.

6. **Financials:** Revenues and Expenditures were reviewed with discussion. It was noted that a generous donation of \$500 was made to the memorial fund by a member of the public.

The revenue averages sheet was discussed. The board agreed it was a great reflection of the cemetery's revenue history and interment averages. The board requested that the cemetery fund interest be looked into for the last few years.

7. **New Business**

- a. **Flower Beds and Boxes:** The flower bed and box invoice drafts were reviewed with discussion. The board agreed that the second drafts of the bed and box invoices are acceptable.
- b. **New Mower:** Mr. Regan reported that since the budget has been approved a new mower will be purchased for FY19.

**8. Continuing Business**

- a. **Master Plan:** The board discussed the current status of the master plan. Mr. Regan reported that the master plan fund request was changed to come out of the capital reserve fund instead of general fund. With much discussion, the board deliberated the master plan purpose and goals with Ms. Jones. Other possible funding sources such as grants was discussed. Mrs. Seeberger is setting up a meeting for herself, Mr. Filicetti and Mr. Regan to go meet with Mr. Bickel to figure out costs and the process of doing a master plan.

**9. Informational Items:** None

**10. Communication:** None

**11. Adjournment** at 1:20 pm

Respectfully submitted by Angela Reichert

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**August Monument Issues**

- **8/30/2018** 11:47am -Mr. Stanley calls the cemetery asking if his pre-need stone was at the cemetery yet. Angela told him no and to call the monument company.
- **8/30/2018** -Garden City Monument Services called at 4pm to schedule a delivery of three stones including Stanley. Wanted to delivery Tuesday 9/4/18 sometime or another day that week. Said they would call back either Friday 8/31 or Tuesday 9/4 to confirm.
- **8/31/2018** MES emailed GCMS, as Angela was out of the office, to relay to them that delivery must be scheduled as the following week is a short week due and the grounds staff needs to plan their week. GCMS emailed back saying Tuesday 9/4 at 10am would be fine.
- **9/4/2018** -Sean from GCMS comes at 10am to deliver three monuments.
- The cemetery only has a permit for only one of the stones (*Stanley*). The cemetery sent the two stones without permits back to GCMS.
- **9/4/2018** An email was sent reminding GCMS of cemetery policy that permits/fees are due when monuments are sold.
- GCMS emailed back saying one of the stones wasn't paid for yet and the other was paid for late last week. They would get the permit for the paid one to the cemetery and the other permit when the customer pays. (Policy states: Permit and Foundation setting fees are non-refundable and due upon sale

of monument) With GCMS waiting until the customer pays, it could be three weeks to a month until the monument is set.

- One of the rejected stones (LaRoque) had submitted a variance request on **5/31/2018** for an oversize foundation.
- On **6/8/2018** a quote was emailed to GCMS for the custom foundation.
- There was no communication from GCMS accepting the quoted foundation. A custom foundation takes planning to assure that it is ready for when the monument is delivered.
- MES emailed GCMS on **8/06/2018** saying the pre-verification was expired and to let the cemetery know if more time is needed or to resubmit a pre-verification. GCMS replied back that *"Yes Please, we need a extension for both, we are still waiting on proofs but I'm 99% sure they are a go-Thank you for the courtesy"*
- There was no further communication on this stone until the attempted delivery on **9/4/2018**.
- Pre-verification and permit is not working as there is a lack of communication from the monument company during the process.

### **Stanley Monument**

**5/31/2018**-Pre-verification (7/30/2018-pre-verification expires)

**7/26/2018** -Michelle called to say permit is going in the mail.

**7/30/2018** -ACR alerted GCMS that permit/payment arrived at cemetery.

**8/10/2018**-Approximate delivery date according to permit submission.

**8/30/2018** -11:47am Mr. Stanley called the cemetery asking if his pre-need stone at the cemetery yet. Angela referred him to call the monument company.

**8/30/2018**- GCMS calls at 4pm to schedule the delivery of stone with two other stones. They wanted to deliver on Tues 9/4/18 or Wed 9/5/18 but said would call back either Fri 8/31 or Tues 9/4.

**8/31/2018**-MES emailed GCMS (Angela out of office) on to relay delivery must be scheduled as the next week is a short week due to the holiday. GCMS agreed to deliver 9/4 at 10am.

**9/4/2018**- GCMS came to deliver three stones but didn't pay permits for two.

**9/5/2018**-Still don't have permit or payments on LaRoque or Foust stones.

### **LaRoque Monument**

**5/31/2018**-Pre-verification (7/30/2018-pre-verification expires)

**6/06/2018**-GCMS submitted a variance request for an oversize foundation.

**6/8/2018**-ACR emailed GCMS of approval of variance with a quoted foundation/setting fee of \$320.

- No confirmation received from GCMS that foundation/setting fee is ok.
- Special pour foundation takes time and communication ahead of time allows time to prepare foundation for delivery of monument.

**8/06/2018** -2:18 pm-MES emailed GCMS notice of expiration of LaRoque and Johnson pre-verifications. Asked if GCMS needed more time.

**8/06/2018** -3:16 pm GCMS replied and asked for an extension she was 99% sure of sale.

**8/30/2018**- GCMS calls at 4pm to schedule the delivery of three stones which included the LaRoque stone. GCMS wanted to deliver on 9/4/18 but said they would call back either 8/31 or 9/4 to confirm a time/day.

**8/31/2018**-MES emailed GCMS on to relay delivery must be scheduled as the next week is a short week due to the holiday. GCMS agreed to deliver 9/4 at 10am.

**9/4/2018**-Attempt was made at 10am to deliver the LaRoque stone. No permit or payment was received, stone was sent back to GCMS.

**9/4/2018**-ACR emailed GCMS to relay that permit and payments are missing for LaRoque and Foust stones and that cemetery ordinance/policy states that permit and fees must be paid when monument is sold.

**9/4/2018**-GCMS replied back *"Sorry my mistake thought I Had And realized the Larouque hasn't paid yet- And I Was Waiting, and Foust did late last week on credit card- so Ill get Foust to you and Larouques when they pay ,filled out and to you."*

### **Foust Monument**

**8/20/2018**-pre-verification emailed to cemetery (expires 10/19)

**8/30/2018** -GCMS calls at 4pm to schedule the delivery of three stones which included the Foust stone. GCMS wanted to deliver on 9/4/18 but said they would call back either 8/31 or 9/4 to confirm a time/day.

**8/31/2018**-MES emailed GCMS on to relay delivery must be scheduled ASAP as the next week is a short week due to the holiday. GCMS agreed to deliver 9/4 at 10am.

**9/4/2018**-Attempt was made at 10am to deliver the Foust stone. No permit or payment was received, stone was sent back to GCMS.

- Was shown by Sean on GCMS paperwork that it was noted permit payment made on 8/20/2018. Cemetery has not received payment.

**9/4/2018**-ACR emailed GCMS to relay that permit and payments are missing for LaRoque and Foust stones and that cemetery ordinance/policy states that permit and fees must be paid when monument is sold.

**9/4/2018**-GCMS replied back *"Sorry my mistake thought I Had And realized the LaRouque hasn't paid yet- And I Was Waiting, and Foust did late last week on credit card- so Ill get Foust to you and Larouque's when they pay ,filled out and to you."*