

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

**Minutes**

1. **Call to Order.**
2. **Roll Call.**  
**Board members present:** Mary Lou Cordis, Kim Seeberger, Paul Filicetti  
**Board members absent:** Neil Carson, Pat McHugh  
**Staff:** Ron Regan, Mary Ellen Stubb, Angela Reichert  
**Public:** Michelle Jordan
3. **Approval of Minutes.** October minutes unanimously approved with staff report attachment. Policy wording was suggested that would automatically include written staff reports in the board minutes approval.
4. **Public Comment on items not listed on the agenda.** None.
5. **Staff Report.** Written monument issues for October were reviewed. Mrs. Seeberger noted that companies have two inches to work with for compliance, so she greatly appreciated cemetery staff staying consistent with enforcing policy. Mrs. Cordis inquired whether a family approves a monument. Mrs. Seeberger explained that a family reviews, approves, and signs off on each monument proof. Mrs. Cordis noted that it does not make sense why a monument company cannot notify the cemetery when a family makes changes to a monument that affects the monument size. Much discussion followed regarding monument documentation in staff reports. **MOTION: Mr. Filicetti moved to officially include the staff report in all minutes from this point forward. Mrs. Cordis seconded. Ayes, 3. Absent, 2.**
6. **Financials.** Reviewed.
7. **New Business.** None.
8. **Continuing Business.**
  - a. **Master Plan.** Kickoff committee meeting is tomorrow at 8:30am. All agreed that it is important to have both a historical planner and a growth planner on this committee. Mr. Filicetti will reach out to both Emmy Scherer and Laval Means.
  - b. **Update on mower and utility cart.** A new mower purchase is on hold until the company finds a fix for a leak issue with the mowers. The utility cart does need replaced now because it is nickel and diming our budget and parts may no longer be available.
9. **Informational Items.** Mr. Filicetti thanked everyone for their work on Stories and Stones.

Mrs. Seeberger noted that she and Mrs. Stubb attended a grant writing class this week put on by the Montana History Foundation. She reviewed some of the rules when applying for this grant. Grant applications are open from today until January 25, 2019 and money is awarded May 1, 2019. Work cannot start prior to the award of the grant money. Mrs. Seeberger is willing to help write the grant. There was much discussion about the possibility of applying for more than one grant with a number of ideas suggested.

**10. Communication.** None.

**11. Adjournment** at 12:20pm

Respectfully submitted by Mary Ellen Stubb, Administrative Assistant III

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## **OCTOBER MONUMENT ISSUE REPORT**

**SMITH, GEORGE (Permit/fees not paid at time of sale, delivery was denied twice)**

This monument was sold two days after the pre-verification was approved. The permit and fees, however, were not delivered to the cemetery until almost four weeks later. (Reminder: Permit / fees are due when monument is sold.) This delay resulted in Memorial Monuments trying to deliver the monument twice. Each time the cemetery denied the delivery for lack of permit and fees. The funeral director was very apologetic. The permit was completed and the monument was ordered before the family paid, which then resulted in the permit being filed instead of sent to the cemetery.

**JENSEN, MARIA (Name did not match death records, alerted of extended time before pre-verification request was approved)**

The name on this pre-verification did not match cemetery records. When questioned, Michelle stated the monument will be inscribed as Maria Katherine Ogren (sic) Jensen and it was the same person as in our cemetery records. The obituary, funeral home directive, and cemetery records reflect the legal name at time of death was Maria Katherine Jensen Ogrin Green. (NOTE: Jensen is her maiden name.)

The same day the pre-verification was submitted, Michelle notified us that this was a specialty order and would take 120 days to receive so it wouldn't be the 60-days. Mes emailed a policy clarification that the permit and fees were due upon sale of the monument, not when the company received the monument. The 120-day period noted should be factored into the 'estimated delivery date to cemetery' on the permit.

Michelle informed Mes that they did not need clarification on the policies. The 120 days was from her inquiry to the quarry. No money had exchanged hands but we could call the family to verify that if we thought this was misinformation. Mes simply re-stated that the pre-verification was valid for 60 days and then the permit was due.

**PENROSE, NATHANIEL & DOROTHY (Name did not match cemetery records, mow strip not met)**

This permit listed only partial name information which resulted in the need for clarification in order to amend the permit. The permit was submitted for 'Nathaniel Shipmen Jr' and 'Dorothy Dixon Allen'. The 'Penrose' surname listed on the pre-verification was completely omitted on the permit. When the cemetery asked for clarification, Michelle requested the cemetery add the 'Penrose' surname to each individual listed on the permit. Monument was denied at delivery and sent back with GCMS because it did not meet the required mow strip.

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**Smith Timeline Detail:**

*9/12/2018 - Pre-verification submitted and approved (expiration date was 11/11/2018)*

*9/25/2018 - Memorial Monuments called to deliver. The cemetery denied delivery because we had no permit or fees for this monument. TJ was contacting Garden City Funeral Home to see what the holdup was.*

*10/09/2018 - Memorial Monuments called to deliver a second time. The cemetery denied delivery because we had no permit or fees for this monument. TJ stated he would contact the funeral home again. The permit and fees were delivered to the cemetery shortly after TJ's call. The permit was dated 9/17/2018 and 'Date Sold' was 9/15/2018. Funeral director apologized. The permit was completed and the monument was ordered before the family paid, which then resulted in the permit being filed instead of sent to the cemetery.*

*10/10/2018 - Flush monument delivered.*

*10/23/2018 - Flush monument set and cemetery notified family and funeral home.*

**Jensen Timeline Detail:**

*10/12/2018 - Pre-verification submitted. Name did not match cemetery records. GCMS also emailed this stone 'is a specialty order, it will be 120 days out before we receive the stone. This is for your information, and that it won't be 60 days.' NOTE: Pre-verification had not even been approved yet.*

*10/15/2018 - Requested clarification that cemetery record for Maria Katherine Jensen Ogrin Green was the same person. Michelle replied 'Yes, Maria Katherine Ogren (sic) Green Jensen is what will be on the stone.' (NOTE: Jensen is her maiden name, 1<sup>st</sup> marriage was Ogrin, 2<sup>nd</sup> marriage was Green. Burial information from the funeral home, the obituary, and cemetery records all record Green as her surname at time of death.)*

*10/16/2018 - Pre-verification approved. (expiration date was 12/11/2018)*

*MES sent an email to GCMS to clear up any confusion in interpreting the monument policies. The permit and fees are due upon sale of the monument not when the monument is received by GCMS. The 120 days noted should be factored into the 'estimated delivery date to the cemetery' on the permit. Since the monument has been sold and ordered, the permit and fees are due at this time. Michelle*

*responded that the 120 days was from an inquiry she made to the quarry but it has not been ordered. No money has exchanged hands but we were free to call the family to verify this if we feel this information is incorrect. As soon as the family pays a deposit they will be sure the cemetery receives its monies. MES responded that the pre-verification is valid for 60 days and then the permit will be due.*

**Penrose Timeline Detail:**

***9/26/2018 - Pre-verification submitted.***

***9/27/2018 - Pre-verification approved. (expiration date was 11/25/2018)***

***10/11/2018 - Permit and fees received by mail. Surnames on permit did not match cemetery records or pre-verification. Cemetery requested clarification from GCMS. Michelle asked that we add the surname 'Penrose' to each person's name on the permit.***

***10/23/2018 - GCMS called to schedule delivery of this monument. Delivery was scheduled for Thursday, 10/25/2018) at 8:30am.***

***10/25/2018 - GCMS delivered monument. It was rejected and sent back with GCMS because it did not meet the mow strip requirement. Foundations accommodate 36" monument with additional 2" allowance. The Penrose monument measured 38-5/8" which exceeded the maximum allowed.***

Respectfully submitted by Mary Ellen Stubb