

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

Minutes

1. **Call to Order** at 12:12pm.
2. **Roll Call.**
Board members present: Neil Carson, Paul Filicetti, Pat McHugh
Board members absent: Kim Seeberger, Mary Lou Cordis
Staff: Ron Regan, Mary Ellen Stubb, Susan Aaberg (City Attorney)
Public: None
3. **Approval of Minutes.** November minutes unanimously approved as submitted with staff report attached.
4. **Public Comment on items not listed on the agenda.** None.
5. **Staff Report.** Reviewed with no discussion.
6. **Financials.** Reviewed with discussion. Mr. Filicetti asked about the 50/50 revenue split and whether there was negotiating room with that. Mr. Regan stated there is always room for negotiation and as we do the master plan, we need to show the need for more of our revenue such as for trees, irrigation, and rod iron fencing. After talking with Dale Bickell about this, Dale said doing a master plan would show the need for more revenue in improving the cemetery. A good example is the pine trees need to be removed in the D-section because their roots are taking up a lot of grave spaces and we will continue to lose more. Mr. Filicetti agreed those trees need to go and we need to make sure to keep that in the master plan process.
7. **New Business.** Ms. Aaberg just completed a successful application to trademark the name **STORIES AND STONES** under one heading for a \$225 fee. The process takes 10-18 months so we now wait to see if we receive any emails during that process. The trademark lasts for 10 years, but an affidavit saying we are still using the name is required at the 5-year mark. Mr. McHugh asked if there were any infringements happening. Mrs. Stubb explained that an out-of-state municipal cemetery wanted to mimic our tour and had asked if the name was trademarked. We realized at that point that we needed to trademark it.
8. **Continuing Business**
 - a. **Master Plan.** Mr. Filicetti gave a brief update on the last committee meeting. We need to focus on the RFP process for a consultant to be a part of that, to identify our top needs, and to go through the interview selection process. We need to define the scope of work so we can send something out. Mr. McHugh asked what the RFP would request. Mr. Filicetti answered planning, and that we want them to do the work. He noted he was expecting somebody like EDA.

Mr. Regan asked about a mission statement that would help steer us. Mr. Filicetti noted that Laval Means had sent something out but he had not reviewed it yet. We would create a draft and then

meet with Gwen to work it back toward council. Mr. Regan added that once it is ready it goes to committee for discussion, then to council as a whole and be voted on, then to public hearing to be voted on, and then approved or not.

Mr. McHugh asked about funding. Mr. Filicetti noted that was still in question but they had talked about paying in part from the Capital Reserve and maybe asking MRA for help. Mr. Regan noted that this was put in as General Fund but it was kicked out during budget process with direction to use Capital Reserve instead. However, that Mr. Filicetti was going to try to meet with Ellen at MRA to see if they could help here. Mr. Filicetti stated that eventually, it might be brought to MRA.

Mr. Carson asked if a timeline was set and what the next steps were. Mr. Filicetti did not recall any decisions made on either of those yet. Mr. Carson asked if there was any pushback or concerns brought forward. Mr. Filicetti said no and that, if anything, there was more concern on the land because of the North Reserve-Scott Street suggestions for land use as written by Chris Behan from MRA.

It was noted that since the growth replacement plan had been accepted and approved by council, then eventually part of cemetery land would be taken for development. Mr. Regan added that the land was always cemetery land. However, a master plan of the whole cemetery layout done in 1976 was never taken to council to officially recognize the land for cemetery.

Mr. McHugh asked if part of the master plan effort then was to identify cemetery needs on a long-term basis. Members agreed. Mr. McHugh noted it would be useful information to have especially since it seems so much of cemetery land use discussion was about what was not recorded, said, promised, or done both historical and verbal. Mr. Regan agreed that a lot happened here in the past on handshakes and that the land restrictions saying for cemetery use only were wrong. Mr. McHugh thought a master plan was a good way to go forward and clean this up. Mr. Filicetti noted that as we move forward, the committee talked about opening discussions with community members and adjacent property owners.

9. Informational Items. None.

10. Communication. None.

11. Adjournment at 12:30pm

Respectfully submitted by Mary Ellen Stubb, Administrative Assistant III

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NOVEMBER MONUMENT ISSUE REPORT

SWARTZ, RITA (Pre-verification expired, no communication)

A pre-verification for a flush in front was requested for the deceased Rita Swartz on 09/05/2018. Pre-verification was submitted and approved with an expiration date of 11/04/2018. 11/04/2018 there was no communication from GCMS on the status of the monument. Pre-verification expired, GCMS will have to resubmit paperwork.

PENROSE, NATHANIEL & DOROTHY (Mow strip not met)

Monument was denied at delivery 10/25/2018 and sent back with GCMS because it did not meet the required mow strip. Monument was returned 11/2/2018 and met the required mow strip.



Swartz Timeline Detail:

9/05/2018 - Pre-verification submitted and approved (expiration date was 11/04/2018)

11/04/2018 - Pre-verification expired, no communication from GCMS on status of monument.

Penrose Timeline Detail:

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.

11/02/2018-GCMS redelivered monument. Mow strip met, monument accepted.

Respectfully submitted by Angela Reichert