

Missoula Cemetery Board Meeting
Thursday, August 1, 2019
12:00pm
Missoula City Cemetery Office

Minutes

1. Call to Order

Board members present: Neil Carson, Mary Lou Cordis, Kim Seeberger, Paul Filicetti

Board members absent: Pat McHugh

Staff: Ron Regan, Mary Ellen Stubb, Susan Aaberg (City Attorney)

Public: Michelle Jordan (Garden City Monument Services)

2. Roll Call

3. Approval of Minutes. Approved unanimously as submitted.

4. Public Comment on items not listed on the agenda.

5. Staff Report. A new administrative assistance begins on Monday. Chip sealing is done, roads need swept, and the signs were ongoing. Mr. Regan said he has waited to do the main sign in the middle of the road until after the chip sealing was done. Between a weed-eating cycle and vacations, the goal is to have all the signs done by Stories and Stones. Mr. Filicetti noted he had not seen the signs so they will be shown to board members after the meeting. Mrs. Stubb informed the board of the families who have come to the cemetery office just to say how beautiful the cemetery is, how well it is taken care of, and how much they appreciate all the staff does for them.

Strategic plan. (See attached) Mr. Regan said he returned from fishing to find an email from Jeremy Keene (Public Works) asking him to put together a strategic plan by the end of the week for review by Mr. Keene and Dale Bickell (CAO). We put this together in about two days, so that is how quick this went down. The Cemetery RFP was advertised in conjunction with the City Shops/Street Dept. RFP. We put in a \$30,000 budget to qualify and all packets go to City Clerk. After that, a panel will be picked to go through the packets.

Mrs. Seeberger asked who would be on that review panel. Mr. Regan believes Mr. Keene and probably one or two board members, but he has not been told how or when yet. Mr. Filicetti said he was interested in being part of the review panel.

Mr. Regan said we went through all the stuff that everyone compiled and we tried to hit on all of that and then some. Condensing those lists was the hardest thing. Mr. Carson asked if there was anything needed from the board at the moment. Mr. Regan said no.

Mr. Filicetti asked if the \$30,000 was funded. Mrs. Seeberger said yes, from us. Mr. Filicetti then asked which budget it would come from. Mr. Regan stated Cemetery Capital Reserve. Mr. Regan offered to give board members a breakdown of what we have funded this year from each fund and if we hit our projected revenue goals, it could tell them what we would have at the end of the year. Mr. Filicetti asked for that copy.

6. Financials. Each fund balance was reviewed for carryovers, proposed expenditures, and projected revenues. (Note: the chip sealing is done but has not been paid yet.) Mr. Regan said that if we did not fix the asphalt and continue to keep it up, then we will lose it and have potholes. There was some discussion

on the cost of the Strategic Plan. (Note: The Capital Reserve Fund revenue projection is the cemetery half, the other half goes to General Fund.) Mrs. Stubb added that we have already surpassed the FY20 projected donation revenue. Mr. Regan stressed that this donation money would pay for the pet wall. Mr. Filicetti asked if the pet wall was part of the Strategic Plan or independent of the plan. Mr. Regan said independent of the plan. These projections were done before the Strategic Plan. So, this is where we are going, what we need, and this is what will be sent to Jeremy Keene.

Monument cleaning generated discussion. There are a number of repeat families who keep having us clean more of their family monuments. The bulletin board in the office has generated a lot of interest in this service. Mr. Filicetti was impressed with the continued revenue. Mr. Regan said that we have learned a lot about how long it takes to scrape lyme off and clean, so prices have taken a jump to reflect that time commitment.

FY19 final budget. The types of interments were discussed. This year more cremations were placed in the ground versus in a wall. That is hard to predict from year to year. Mr. Regan pointed out that cemetery revenue exceeded the projections for the year. This was the best revenue year for the cemetery since FY13. A cemetery is hard to predict. Five months ago, he thought we were going to have the worst year on history, but then May, June, and July were crazy with interments. In the past nine years, the numbers show that cemetery services really stay about the same.

Mr. Filicetti asked when discussions could happen regarding the current revenue split between General Fund and Cemetery Capital Reserve Fund. Cemetery ordinance states until Council and board review. Mr. Filicetti thinks it is time to review that again. It has been seven years since the last discussion on cemetery revenue. Mr. Regan said the Strategic Plan will lay into that big time. Hopefully, what the plan looks at in infrastructure and maintenance of the cemetery (from capital improvements to streets, roads, buildings, fences, trees, etc.) will be set forward in the Strategic Plan. Mr. Filicetti thought that with the Strategic Plan and in conjunction with the revenue split, it is the perfect time to move forward and say that we want the rest of our revenue put into the Cemetery Capital Reserve Fund. This could certainly be put into the Strategic Plan to generate the discussion.

Mr. Carson said the report was amazing and thanked the staff how helpful the information was. Mr. Regan said it really is amazing when you study it. People say things are changing, but these numbers show how things really fall out. Overall, we have stayed pretty even over the years. What we did see this year is that more people are holding one set of cremations until the other spouse dies and then placing both cremations at the same time. This is an obvious new trend.

7. New Business. None.

8. Continuing Business

Update – Sign Project. The goal is to have all the signs done by Stories and Stones.

Update / Signup - Stories and Stones. Mr. Filicetti, Mrs. Seeberger, and Mr. Carson will handle the guidebook table. Mrs. Seeberger stated she would like to have food for the cemetery workers to show appreciation for all they do to put this event on. Mr. Carson will send an email to all the board members ahead of time to verify arrangements.

9. Informational Items. Mr. Regan wanted the board to know that the maintenance and office are well-oiled machines that are so organized and flow so nicely.

10. Communication. A few families sent thank you notes and a donor made another large donation. Board members plan to sign a thank you card to this individual for his continued support of the cemetery.

11. Adjournment at 12:44 pm.

REQUEST FOR PROPOSALS

For the FY20 Missoula City Cemetery Strategic Plan

The City of Missoula, Montana is seeking a qualified consultant to develop a Strategic Plan that demonstrates a clear vision for the long-range care of Missoula City Cemetery with regards to land use, improvements, maintenance, funding, and marketing.

Project Description

Missoula City Cemetery (est. 1884) is one of the oldest operating cemeteries in the Missoula valley and is eligible for the National Register of Historic Places. Its Board of Trustees is the oldest operating board in the City's history (est. 1901). Missoula City Cemetery is a treasured public resource used not only for funerary services, but also for education and community outreach through celebrated events such as the annual Stories and Stones historical tour.

Missoula City Cemetery is one of the most historic landscapes in Missoula and is widely recognized for its beauty, tranquility, and pristine grounds. However, the Missoula City Cemetery is quickly becoming a green oasis amidst an area of rapid urban development. Therefore, the need for a long-range Strategic Plan is imperative to keep this historic resource relevant, usable, and sustainable for future generations.

The City is committed to the perpetual care and continued standard of excellence in service, maintenance, and growth of the Missoula City Cemetery. Therefore, the City seeks a consultant to prepare a long-range Strategic Plan that meets the current and future needs of the Missoula City Cemetery and honors its history, uses, and public services.

Required Services

Consultant requirements under this request may include, but will not necessarily be limited to, the following:

1. Compile and formulate data,
2. Conduct public forums and incorporate those ideas where possible,
3. Generate the data into a viable, long-range plan for Missoula City Cemetery, and
4. Present the information to Missoula City Council in an informative manner.
5. Missoula City Cemetery's budget for this project is \$30,000.

Details

Specifically, the Strategic Plan should consider and include recommendations for, but not necessarily be limited to, the following:

Land /Service Needs

- Estimate land reserves based on past, current, and projected interment data.
- Develop improvements that keep Missoula City Cemetery relevant, usable, and sustainable for future generations.
- Prepare and manage future change and growth that comes with the development of areas immediately surrounding Missoula City Cemetery.
- Evaluate temporary land use options that provide public use (such as soccer, lacrosse, or ballfields) with the caveat that land reverts to Missoula City Cemetery use when needed.

Maintenance Needs

- Document the existing conditions of Missoula City Cemetery infrastructure to include the functionality of buildings.
- Formulate a plan to maintain the current infrastructure (such as roads, buildings, irrigation, wells, and aged tree replacement, etc.)

- Design for fencing and buffering improvements.
- Determine the needs and costs of continued infrastructure maintenance, improvements, and equipment replacement.

Financial Needs

- Establish a plan that meets the continued cost to maintain Missoula City Cemetery and develop improvements.
- Prioritize the implementation of new services to meet the continued changes in interment and memorial trends.
- Prepare a marketing strategy for Missoula City Cemetery.
- Review existing Missoula City Cemetery revenue funds for sustainability.

Minimum Requirements

As a minimum requirement, the Statement of Qualifications shall include the following:

- A resume for the Project Manager and each professional who would be assigned to the project that includes their anticipated responsibilities on the project.
- A brief description of the proposed project team's experience with cemetery and/or land development; urban growth policies and design; and marketing strategies with an emphasis on public service and historic resource preservation. Please describe at least three projects that demonstrate consultant expertise in the above listed areas and include reference contact information.
- The scope of services and estimated cost for the project.

Evaluation of Qualifications

All Proposals must demonstrate a sound knowledge of the project and should present a reasonable and realistic path for the Missoula City Cemetery to achieve its goals. A Selection Committee appointed for this purpose will evaluate and rank the Statements of Qualifications in accordance with the submittal requirements detailed above. Points will be assigned as follows:

- Project Understanding to include methodology – 30%
- Qualifications and experience with cemetery planning, maintenance, preservation, and promotion – 30%
- Responsiveness to the RFP and completeness of submittal – 15%
- Scope of services, completion timeframe, and project cost – 25%

Closing Date and Mailing Address for Submittals

Three hard copies and one digital copy of the written Statement of Qualifications clearly identified as the FY20 Missoula City Cemetery Strategic Plan shall be submitted to the Missoula City Clerk's Office, City of Missoula, 435 Ryman Street, Missoula, Montana 59802-4297 on or before 3:00PM local time on Thursday, August 29, 2019. Submittals received after this deadline shall not be considered.

Questions may be directed to Missoula City Cemetery Director, Ron Regan, by telephone at 406-552-6068 or 406-239-2609 or by email at Reganr@ci.missoula.mt.us

Terms and Conditions

As a condition of responding to this RFQ, the Consultant understands and agrees that all background materials owned by the City remain solely its property and should not be disclosed without express written permission. The evaluation of Proposals may include consultation with the Consultant and/or provided references. The City intends to evaluate Proposals based on the best overall value to the City, which may include non-financial, qualitative, values.