

Missoula Cemetery Board Meeting
Thursday, September 5, 2019
12:00pm
Missoula City Cemetery Office

Minutes

1. Call to Order.

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

Board members absent: None.

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

Public: Rick Evans (Garden City Funeral Home)

2. Roll Call.

3. Approval of Minutes. Unanimously approved as submitted (which included Cemetery Strategic Plan RFP attachment)

4. Public Comment on items not listed on the agenda. Mr. Evans commended the board for the upcoming fee increases, saying it is a smart move. He suggested service fees and liners be increased as they are a real benefit to income. Mr. Evans added that he plans to increase fees at his cemetery also with a considerable increase to his weekend open/close fees. He noted that both Sunset and St. Mary cemeteries have noticed a decline in sale of property, so increasing service fees is a great way to recoup everyday overhead expenses.

5. Staff Report.

Strategic Plan. There were five responses to the cemetery RFP. The selection committee needs someone from the board on it. They will review, score, and meet one time with the group to discuss and choose a company. This has to be done within the next 2 to 3 weeks. Right now, the committee is Lori Hart (Public Works), Ross Mollenhauer (Water), Chris Behan (MRA), Mr. Regan, and Mrs. Stubb. Mr. Keene said one of the others would bow out for a board member. Mrs. Stubb explained that she has a hard copy each proposal for the chosen board member and she would email a score sheet to them. The city employees would be reviewing the digital proposal copies that she would load onto the server. There was much discussion with both Mr. Filicetti and Mr. McHugh willing to serve on the selection committee. It was determined that Mr. McHugh would be the board representative.

FY20 Budget. City Council approved the cemetery budget and proposed fee increases. Fees will increase on January 1, 2020. Mr. Regan clarified that all fees straight across the board would increase by four percent. We found that niche walls go up five percent so, with the budget approval, we will put another wall in the middle until we are ready to finish the whole complex. Mrs. Stubb explained that while City Council approved the Board referral for an annual fee increase over the next five years, the Board had requested to review that on an annual basis. Mr. Filicetti added that he feels the revenue split definitely needs reviewed also.

Hiring. Mr. Regan announced that our Maintenance Foreman, Jason Keely, was moving on to a position at Streets after 18 years here at the cemetery. The position will post for in-house candidates and close on September 13. Mr. Regan said this is a hard loss for the cemetery but a great move for Mr. Keely. Mr. Keely came here from the mill and learned the cemetery industry, has a great work ethic, and his experience will be hard to replace. The Board is welcome to attend a noon barbecue tomorrow. The Board

wished Mr. Keely well. Mr. Evans spoke up to say that Mr. Keely was always so good with families and that his honesty, trust, dedication, and professionalism would be hard to replace.

Mrs. Garfield was introduced as the new Admin. Asst. in the cemetery office. She has been with the cemetery for a month, comes from the mental health profession, and is excited to be here.

Chip Sealing. This project is complete, however, it came in over budget by \$693.43 (Budget was \$16,500; Cost was \$17,193.43) Everyone agreed that the overage was not bad for this big of a project.

6. Financials. Discussed and reviewed.

7. New Business. Mrs. Stubb noted that the Board could help drive the agenda by submitting agenda items two weeks before the meeting.

8. Continuing Business.

Sign Project. Mr. Regan reported this project is 95% done. It needs plants and the final grant report, but is right on schedule to have done for Stories and Stones. This took a lot of time, but will do us good. It showcases some history signs and, hopefully, with a follow-up grant, we can do some more. Mr. Carson said it looked fantastic, the circle was great, and it was nice work all around. Mrs. Cordis agreed and folks can read the sign when they come in. Mrs. Stubb noted the grant report deadline is in December, but reports should be done by the end of September. There was discussion on the amount of concrete needed to do this job.

Mr. Regan added that besides this project, we are getting more requests to fix foundations, which means we are doing a lot more concrete work. This is an area where Mr. Keely will be sorely missed. An example of a job we just finished is the Latimer family where we laid a number of smaller stones in concrete and a large family stone in the middle. This took a lot of work but she likes us and continues to have us do work for her. It was a big job to tear down, build forms, epoxy the stones, and mix the concrete by hand, but it also helps us because it cuts down on weed eating and fixes some maintenance problems in that area. He wishes more would come in time.

Stories and Stones. Mrs. Stubb reported there are currently 15 storytellers. Everything is on schedule, the press release went out this week, and cart pickups are in the works with the UofM. There will be coffee in the shop for storytellers but no brunch. Mr. Filicetti, Mr. Carson, and Mrs. Seeberger will work the front table.

9. Informational Items. Mrs. Stubb will be gone for the October meeting so Mrs. Garfield will take the minutes.

10. Communication. None. Mrs. Seeberger asked about the board signing a thank you card for our special donor. Mrs. Stubb explained that a card was delayed until after budget approval, so that we could include where his money will be expended. A card will be ready for the October meeting.

Mrs. Cordis says everyone she talks with says how good this cemetery looks. Mr. Carson added that this cemetery is something to be proud of as is being a part of it.

11. Adjournment at 12:32pm.

Respectfully submitted by Mary Ellen Stubb, Admin. Asst. III