

Missoula Cemetery Board Meeting
Thursday, September 8, 2011
1:30pm
Ruth Bennett Memorial Chapel
Missoula Cemetery

Minutes

Present: Sharee Fraser, Mary Lou Cordis, Carol Gordon, Marjorie Jacobs, Doug Waters, Mary Ellen Stubb, Ron Regan

Absent: Pat McHugh

1. Approval of board minutes: July 2011. Unanimously approved as submitted.
2. Items involving guests: None.
3. Public comment: None.
4. Financials:
 - a. Revenues: FY11. Reviewed. Mrs. Jacobs voiced concern for possible impact on the cemetery budget in a case where a large quantity of graves are purchased then resold to the cemetery. The revenue received at time of purchase is deposited into general fund however, the repurchase would directly impact the cemetery operational budget. Mr. Waters stated that should not be a concern as the cemetery maintains a flexible contingency line in the cemetery's operational budget to cover repurchases of any amount.
 - b. Expenditures: FY11. Reviewed.
5. Motions needed. (*Full board attendance is needed*)
6. New or Continuing Items for Discussion:
 - a. Introduction of Receptionist - Lani Moore.
 - b. Update: Historical Museum collaboration. Mr. Waters will resume this process after the first of the year and bring it back to the board.
 - c. Update: Friends of Cemetery. Mr. Waters distributed information to board members for review and advised board to review it and visit with other groups who have done this. This non-profit group would consist of individuals outside the cemetery board. Mr. Waters asked the board to present their thoughts on this at the next board meeting.
 - d. Update: Fee cost study. Mr. Waters said a conference call would occur next week with city administration to review Mr. Wolhford's report results and determine cemetery fees direction. Mr. Waters noted the city covered the expenses for this study outside of the cemetery's \$2,500 contribution.
 - e. New: Stories and Stones 2012. Tour kick off will occur in the upcoming week. Three new stories will be told: Dixon, Stepanzoff, and McCullough. Mrs. Stubb asked board approval of a request by a young singer from Frenchtown to participate conduct a veteran sing a long. The cemetery board agreed to host the storyteller brunch again this year. Mr. Regan stated the Gregory stone would be moved to the chapel area. Vendors will be located in front of office. Carts are a concern due to a Griz football game the day before the tour. Mrs. Stubb continues to work with the university but this piece may not fall into

- place until much closer to four time. Mrs. Fraser suggested inquiring at the county for carts used at the fairgrounds.
- f. New: Cemetery Ordinance Review. Staff and board need to work on ordinance and fees over next four months. Mr. Waters cannot expand on what areas administration wants the board to review until after the conference call. Staff will be reviewing and revising each section of the current ordinance. Alterations will be brought to board for review, discussion, and direction over the next five board meetings. Mr. Waters reviewed guidelines for changes to ordinance as directed by city clerk's office.
 - g. New: Cemetery Fee Review. Mrs. Fraser voiced reluctance to raise fees due to the cemetery operating on tax revenue already. Mr. Waters stated that decision is for city council. Mr. Bender requested this task be completed by end of this year's budget cycle. Mr. Waters reminded the board of the upcoming expiration of cemetery revenue deposited to general fund. He asked the board to consider visiting with council members prior to this expiration date.
7. Informational Items *(These items require NO immediate board action but are strictly informational item)*
8. Adjournment. Next meeting: October 6, 2011

**To conserve costs, please bring your agenda and any pertinent documents with you to meetings.