

Missoula Cemetery Board Meeting
Thursday, July 7, 2011
1:30pm
Ruth Bennett Memorial Chapel
Missoula Cemetery

Minutes

Present: Sharee Fraser, Carol Gordon, Mary Lou Cordis, Doug Waters, Mary Ellen Stubb

Absent: Pat McHugh, Marjorie Jacobs, Ron Regan

1. Approval of board minutes: June 2011 - Unanimously approved as submitted.
2. Items involving guests: None.
3. Public comment: None.
4. Financials:
 - a. Revenues: FY11 -Reviewed. Three year average remains steady.
 - b. Expenditures: FY11 - Reviewed. Final bills and payroll pending for fiscal year. Overage expected to be minimal due to vacancy savings. Board commended cemetery for their budgeting frugality.
5. Motions needed. (*Full board attendance is needed*)
 - a. Discontinuation of vases on niche walls. Mrs. Stubb described the variance in nameplates and vases that have occurred over time. Numerous attempts have been made to find consistent vases but those attempts have proven futile. Theft of existing vases has proven to be another negative factor. Staff requests the board consider no future vase sales and no replacements of existing vases. **Motion: Mrs. Gordon moves that all future sales of niche wall vases and all replacements of existing vases shall cease immediately due to the inability to locate a manufacturer for the specialized products. Mrs. Cordis seconded. 3 Yeah, 2 Absent.**
6. New or Continuing Items for Discussion:
 - a. Update: Stories and Stones / Historical Museum collaboration. Mrs. Stubb prepared an overview report of Stories and Stones that Mr. Waters sent to the mayor, finance director, attorney, and CAO. Mr. Ramharter and Mr. Bender responded very positively and support completion of this collaboration. The next step is for Mr. Waters to meet with Mr. Brown to formulate a plan of direction. Mr. Waters would like to encourage the current cemetery board members to consider forming a "Friends of the Cemetery" nonprofit group that could work well with "Friends of the Historical Museum". This would allow projects such as Stories and Stones to flow smoothly on a long term basis. Board members were very favorable to this idea but asked for direction in how and where to begin. Mr. Waters stated he would visit with "Friend of the Parks" group and bring that information back to cemetery board members. Mrs. Stubb suggested information be brought before the cemetery board in August, the nonprofit in place sometime in

September or early October, with a membership application drive ready for October's Stories and Stones.

- b. Update: Fee cost study. Mr. Waters informed Mr. Ramharter the staff research was solid and he had no more comments to add to the document. A conference meeting will be scheduled in the next 2-3 weeks between Mr. Waters, Mr. Bender, Mr. Ramharter, and Mr. Wohlford, the study consultant. From there, cemetery staff will begin work on ordinance and fee changes. Mrs. Gordon asked if all fees currently below other cemeteries were to be raised. Mr. Waters said fees would either need to match or go in the middle of other cemeteries. Mr. Waters alerted the board to the monument revenue area he believes administration will direct the cemetery. There is a proven amount of revenue in the sales of monuments that will need to be considered. All information in the report, direction taken, and new fees and ordinance will need supported and defended by the board before council. Mrs. Cordis felt the fees should remain low as this cemetery is tax payer supported. She asked that city administration come to discuss changes at a cemetery board meeting prior to finalizing fees and ordinance changes.

7. Informational Items *(These items require NO immediate board action but are strictly informational item)*

- a. Receptionist hiring process. Mrs. Stubb reported there were 118 applications for this position. Mrs. Gordon agreed to be on the selection committee. Human Resources will conduct the initial screening, sending only qualified applicants to the cemetery for review.
- b. Cancel meeting. Mr. Waters suggested the board cancel the August meeting and re-adjourn September 1, 2011. That delay will give him the time to gather all the "Friends" information and get that information to the board so they can be prepared to move forward on organizing this group come September.
- c. Fee cost study. Mrs. Gordon asked for more clarification on the cost study process. What happens after the conference call? Mr. Waters said a) administration needs to approve the study results, b) cemetery board needs to approve the results, c) cemetery staff starts process for reviewing ordinances and fee changes, d) council reviews and must approve suggested changes. The confusion today originated when Mr. Waters originally stated these processes would be completed with cemetery staff having ordinance and fee changes ready for board review by the end of August. Mrs. Stubb questioned that deadline. Mr. Waters then clarified that he believes administration is not looking for any changes to be submitted in preliminary form before year's end so there is no need to rush this work. Mr. Waters noted new council members will be installed during this process so he could not guess how this process will play out.

8. Adjournment. Next meeting: September 1, 2011

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