

Missoula Cemetery Board Meeting  
Thursday, February 2, 2012  
1:30pm  
Ruth Bennett Memorial Chapel  
Missoula Cemetery

**Minutes**

**Present:** Mary Lou Cordis, Marjorie Jacobs, Sharee Fraser, Pat McHugh, Doug Waters, Ron Regan, Mary Ellen Stubb

**Absent:** Carol Gordon

1. Approval of board minutes: January 2012. Approved unanimously as submitted.
2. Items involving guests: None.
3. Public comment: None.
4. Financials:
  - a. Revenues: FY12 - Consistent on 3 year average.
  - b. Expenditures: FY12 - Reviewed by line item and on schedule for fiscal year.
5. Motions needed. (*Full board attendance is needed*)
  - a. Proposed Fee Increases. Much discussion followed on the proposed fee increases, placement of increased revenue, and motion wording.

There was concern that city administration was requiring this increase in an effort to balance the city budget. Mr. Waters informed the board that fee cost studies had been conducted and put into practice for four city departments so far. Increasing fees is a city wide request not department specific. The cemetery is being requested to increase fees based on the results of the fee cost study. Mrs. Fraser voiced concern that the general public is unaware that the current cemetery ordinance was amended and the board had already agreed to revert cemetery revenue to city funds for a limited time as a form of cooperation and assistance to balance the city budget. Mr. Waters agreed the public may be unaware of this but administration was appreciative of this and therefore wants the board to approve fee increases and placement of future revenues. Bottom line is administration wants fees brought to market value while allowing a portion of that revenue to revert back into the cemetery care fund. The administration suggestion is for the city to receive the revenue and the cemetery receive

Mrs. Fraser suggested the board word the motion to show this is being done at the request of administration and through the cooperation of the cemetery board. All revenue should go back to the original agreement with revenue deposited to the cemetery care fund and the increased fees to general fund. Mr. Waters reviewed the ordinance amendment agreed upon between the board and administration two years ago. Administration came to the board to ask for assistance in balancing the city budget and in a show of cooperation the cemetery board allowed all revenue to stop being deposited into the cemetery care fund to instead be deposited to general revenue for two years. That time frame expires July 1<sup>st</sup> this year.

Much discussion followed regarding timing of fee increases versus ordinance changes. Mr. Waters explained the fee decision is expected immediately so administration can prepare the upcoming fiscal budget. The ordinance will come before council in June for a July approval. The final outcome of revenue placement (to cemetery care fund or city general fund) will be decided by council with cemetery board input at that time. There still remains a chance the council may want all cemetery revenue for general fund budget balancing. The board needs to determine their stand on this issue and will have plenty of time to discuss options with committee members before council votes on the issue.

The Missoula Cemetery makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the Missoula Cemetery office to make needed arrangements. Please call 552-6070 or write to the Cemetery Sexton at Missoula Cemetery 2000 Cemetery Rd Missoula MT 59802 to make your request known.

The board considered a variety of wording options for a motion. Prior to leaving the board at work on the wording Mr. Waters stated he would like to see the board go back to wording used in the original ordinance regarding revenue as that allows him some clout before administration and council and will make the process easier. Mrs. Jacobs voiced concern regarding anticipated public outrage and complaints from the fee increases. Mr. Waters stated administration believes the public will understand the need to bring prices to market level and there should be minimal complaints if any at all. Mr. McHugh clarified that the motion needed should tie the revenue to the ordinance.

Much discussion followed regarding revenue and ordinance options that would show board cooperation with administration yet keep the focus on what would be best for the cemetery. All board members agreed that equipment and improvement purchases were good acceptable uses for care fund money so that wording should remain in the ordinance. Mr. McHugh noted it was important to support the fees and ordinance wording suggested by Mr. Waters as he represents the day to day and behind the scenes operation of the cemetery where the board does not. Therefore it Mr. Waters feels this is appropriate the board should support him. Mr. Waters stated he has been working with the attorney office on ordinance wording and will present that to the board at the March meeting.

**Motion: The cemetery board moves to support Mr. Waters as director in taking position with city administration and council. The fee increase as he's developed is satisfactory provided that the cemetery revenue all goes into the care fund other than the portion associated with the price increase and that the ordinance be modified accordingly and that this modification run through FY15. Moved by Mrs. Jacobs, seconded by Mrs. Cordis. Approved unanimously.**

6. New or Continuing Items for Discussion:

- a. Preliminary draft ordinances. Discussed above.
- b. Mower / Multi-purpose Utility Cart. Mr. Waters reported that Mr. Regan was doing the final specs before ordering the mower. The utility cart was being placed on the vehicle replacement schedule to allow for purchasing in next year's budget. These items will be paid for with cemetery care fund money as previously agreed with administration. This will not change in the future. The board agreed that equipment for maintaining the cemetery was a good use of care fund money. Mrs. Fraser made it clear that these funds were not to be used for city required equipment such as computers, telephones, and such. Mr. Regan noted the current mower will have almost no trade in value so he will keep that mower as a backup in case something else goes down.

7. Informational Items *(These items require NO immediate board action but are strictly informational item)* Mr. Waters noted the city clerk was scheduling a department overview with new city council members. This is the time to bring up issues or concerns. It is his opportunity to explain how the cemetery operates under a board. He encouraged any or all of the board members to attend and noted Mrs. Fraser would definitely be there.

8. Adjourned at 3:01pm. Next meeting: March 1, 2012

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