

Missoula Cemetery Board Meeting  
Thursday, March 5, 2015  
12:00pm  
Missoula City Cemetery Office

**Minutes**

**Present: Sharee Fraser, Mary Lou Cordis, Carol Gordon, Pat McHugh, Ron Regan, Mary Ellen Stubb, Lani Moore**

**Absent: Marjorie Jacobs**

1. Approval of board minutes: February 2015. Unanimously approved as submitted.
2. Public comment: None.
3. Financials:
  - a. Revenues: February 2015. Reviewed and discussed.
  - b. Expenditures: February 2015. Reviewed and discussed.
4. Motions needed. (*Quorum is needed*) n/a
5. New or Continuing Items for Discussion:
  - a. Board re-appointments: Mary Lou Cordis and Pat McHugh plan to accept the re-appointment.
  - b. FY16 budget: Mr. Regan reviewed all budget documents and highlighted:
    - i. Replacement Schedule / CIPs. Mr. Regan explained to the board the city's replacement schedule. The cemetery has pushed all equipment replacement on this list out one year because there is not an immediate need to purchase the equipment as scheduled. CIPs are being submitted for a mower, utility cart, snowplow, and well pump. The snowplow is a new request. The well pump, originally scheduled for purchase in FY15, will be completed in the FY16 budget. The mower and utility cart CIPs allow the cemetery to reserve funds in case of an emergency. All CIPs are paid using cemetery reserve funds.
    - ii. Staff. Mr. Regan reviewed the staff re-organization plan. The cemetery will return the intermittent position to 5-months and add a 10-month seasonal worker.
    - iii. Expenditure budget. The FY16 budget remains the same as FY15. There are no changes to the cemetery budget lines.
  - c. Flower care: Mrs. Stubb said that the invoices have been mailed, and that the invoices are due April 15<sup>th</sup>.
6. Informational Items (*These items require NO immediate board action but are strictly informational item*). n/a
7. Adjournment. Next meeting will be April 2, 2015.

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