

1. CALL TO ORDER

Meeting called to order at 6:35 PM by David Waggoner, Thursday, July 7, 2016.

In Attendance:

Cemetery Board

David Waggoner
Linda Hjelm
Karen Luecking
Barbara Wood
Tyler Malmberg
Ken Helgeson
Randal Darst

Parks Staff

Jason Bond

Audience

2. APPROVAL OF MINUTES

- a) By-Laws Subcommittee Minutes of May 10, 2016. **Motion to approve by Darst, 2nd by Hjelm, passed unanimous**
- b) Minutes of June 2, 2016 meeting. **Motion to approve by Hjelm, 2nd by Malmberg, passed unanimous**
- c) By-Laws Subcommittee minutes of June 7, 2016. **Motion to approve by Darst, 2nd by Hjelm, passed unanimous**

3. AUDIENCE COMMENTS- None

4. REPORTS / REQUESTS

A) Cemetery Partner

Presented by: Allen Flintoft, Flintoft Representative

B) Monthly Staff Inspection

Presented by: Jason Bond, Parks Maintenance Lead

Staff inspections were provided at the meeting as well as emailed prior to the meeting.

5. AGENDA ITEMS

A) Budget Discussion

Presented By: Diane Marcotte, Finance Director

Marcotte discussed the budget and answered Board member questions.

B) GIS Subcommittee Update

Presented by: Randal Darst, subcommittee

No update-Leave on agenda for next month.

C) By-Laws Subcommittee Update

Presented by: Dave Waggoner, Subcommittee

Close to complete. By-Laws draft will be reviewed next meeting on July 18th. Hjelm to send old version and new version to the Board.

D) Opening Section 2

Presented by: Dave Waggoner, Chair

Motion to move forward with drafting of Agenda Bill to open Section 2 with new rates approved by Hjelm, 2nd by Wood, passed unanimous.

E) Gate Signs Update

Presented by: Dave Waggoner, Chair

Entrance signs are now being made with the correct addresses. Waggoner to speak with neighbors. Bond will call in utility locate for sign installation.

F) Summer Help

Presented by Jason Bond, Parks Maintenance Lead

Have a new employee that will start on July 18th. Bond will continue to look for 3 day a week help to work through the winter. Wood mentioned and thanked Bond for the extra work he was doing while looking to fill the seasonal position.

G) Headstone Placement

Presented by Linda Hjelm, Board Member

Requesting to place stone in lower, more information is needed.

H) Dirt Holding Site

Presented by Jason Bond, Parks Maintenance Lead

Bond discussed moving the portable restroom to allow for a holding area for grave diggers.

6. OTHER BUSINESS/ANNOUNCEMENTS

a) Budget Update

Presented by: Jason Bond, Parks Maintenance Lead

Budget reports were distributed. This topic was gone over with Marcotte

b) Bills to be paid

Presented by: Jason Bond, Parks Maintenance Lead

Bills from Flintofts for damaged vases: \$300
Bill for Fast Signs for lower cemetery sign- \$1200

- 7. ADJOURNMENT- Hjelm moved to adjourn the meeting at 8:25 PM with Helgeson
2nd. Motion passed unanimous. Meeting adjourned.**