

**1. CALL TO ORDER**

Meeting called to order at 6:30 PM by David Waggoner, Thursday, November 3, 2016.

In Attendance:

**Cemetery Board**

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

**Parks Staff**

Jason Bond

**Cemetery Partner**

Allen Flintoft

**Malmberg will vote for Darst**

**2. APPROVAL OF MINUTES**

a) Minutes of September 22, 2016. **Motion to approve by Hjelm, 2<sup>nd</sup> by Malmberg, passed unanimous**

**3. AUDIENCE COMMENTS- None**

**4. REEPORTS / REQUESTS**

**A) Cemetery Partner**

Presented by: Allen Flintoft, Flintoft Representative

Waggoner reporting for Flintoft. Flintoft will send plot information to Bond. When received Bond will send to GIS Subcommittee. This is part of the Boards GIS project.

**B) Monthly Staff Inspection**

Presented by: Jason Bond, Parks Maintenance Lead

Staff inspections were brought to the meeting as well as emailed to Board members

**5. AGENDA ITEMS**

**A) By-Laws Subcommittee Update**

Presented by: Dave Waggoner, Subcommittee

No update yet. Bond will follow up with City Clerk in the middle of the month.

**B) Future Expansion and Opening Section 2 at the Upper Cemetery**

Presented by: Dave Waggoner, Chair

Waiting for Flintoft to dig test plots.

**C) Gate Signs Update**

Presented by: Dave Waggoner, Chair

Upper Cemetery sign is installed. Next will be signs for the back of the gates when people are lock in.

**D) Columbarium for Lower Hillside Cemetery**

Presented by: Dave Waggoner, Chair

Board decided to remove from agenda until March.

**E) Change of Board Meeting Venue**

Presented by Dave Waggoner

**Motion to permanently change meeting venue from Coho Room to Trails House. Motion approved by Hjelm, 2<sup>nd</sup> by Malmberg, passed unanimous.**

**6. OTHER BUSINESS/ANNOUNCEMENTS**

**a) Budget Update**

Presented by: Jason Bond, Parks Maintenance Lead

Budget reports were distributed.

**b) Seasonal Portable Restroom @ Lower Cemetery**

Waggoner- Motion to have seasonal restroom again next year. **Motion approved by Hjelm, 2<sup>nd</sup> by Malmberg, passed unanimous.**

**7. ADJOURNMENT- Hjelm moved to adjourn the meeting at 7:10 PM with Malmberg 2nd. Motion passed unanimous. Meeting adjourned.**