

1. CALL TO ORDER

Meeting called to order at 6:30 PM by David Waggoner, Thursday, September 22, 2016.

In Attendance:

Cemetery Board

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

Parks Staff

Jason Bond

Cemetery Partner

Allen Flintoft

2. APPROVAL OF MINUTES

- a) Minutes from the November 3, 2016. **Motion to approve by Luecking, 2nd by Helgeson, passed unanimous**

3. AUDIENCE COMMENTS- None

4. REEPORTS / REQUESTS

A) Cemetery Partner

Presented by: Allen Flintoft, Flintoft Representative

GIS spreadsheet was sent to Bond before meeting. Bond will send out to the GIS Subcommittee.

B) Monthly Staff Inspection

Presented by: Jason Bond, Parks Maintenance Lead

Staff inspections were emailed to the Board and distributed at the meeting.

5. AGENDA ITEMS

A) By-Laws Subcommittee Update

Presented by: Dave Waggoner, Subcommittee

Bond will email City Clerk early next week for a follow up on approval of the bylaws.

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

Presented by: Dave Waggoner, Chair

Waiting on Flintofts to dig test graves in section 2. Flintoft to contact Bond when test graves will be dug. Bond will coordinate protective mats for turf protection.

C) Gate Signs Update

Presented by: Dave Waggoner, Chair

New sign at Upper Cemetery was installed. Gate signs will be discussed after the Rules and Regulation signs are repaired by FastSigns.

6. OTHER BUSINESS/ANNOUNCEMENTS

a) Budget Update

Presented by: Jason Bond, Parks Maintenance Lead

Budget reports were distributed.

Short discussion regarding this years decreased revenue. Board will look at last 5 years to determine if this is a pattern or an abnormality. Flintoft noted that the Cemetery is running at an 85% cremation rate.

Discussed inviting the new Finance Director to a meeting early next year. Also talked about having the Park Director attend the April walk thru.

b) Bills to be paid

Presented by: Jason Bond, Parks Maintenance Lead

No bills to be paid

7. ADJOURNMENT- Hjelm moved to adjourn the meeting at 7:35 PM with Helgeson 2nd. Motion passed unanimous. Meeting adjourned.