

**Cemetery Board
Minutes of Regular Meeting
July 5, 2017 – 5:00 pm**

Present: Linda Shumate, Julie Long, Lynette Manley, James Weyrauch and Scott Buckman.

Absent: None.

Also Present: Mayor Pro-Tem Sharon Powell, City Manager Molly McGovern, and Cemetery Board Secretary Susan Conyers.

1. **Minutes of Meeting – June 7, 2017:** James Weyrauch motioned to approve the minutes of June 7, 2017. Lynette Manley seconded. (Linda Shumate abstained.) Motion approved.
2. **Budget Spreadsheets – May 2017:** Molly McGovern briefed the board on the May Budget Spreadsheets. She also provided a simplified version of general expenses and answered questions about those. James Weyrauch motioned to approve the budget spreadsheets as presented. Scott Buckman seconded. Motion carried.
3. **Discussion-Cemetery Updates:** Molly McGovern briefed the board, and noted she would be getting updates from the cemetery sexton and report back to the board when the sexton is unable to attend meetings. Molly updated the board on the mausoleum. The Capital Improvements Authority approved finances for a study to be done on the mausoleum's condition. The study is scheduled for August. When a plot is sold, the cemetery sexton will suggest reputable monument companies to set the headstones. This will trouble shoot future problems with headstones, and hopefully eliminate the need and cost for the City to hire a monument company to straighten or reset them. The board discussed setting standards and rules that would be passed by council to address proper setting of stones. Training volunteers to clean headstones was also mentioned.
4. **Prioritize Needs & Goal Setting:** Molly McGovern provided the board with a list they can take home and prioritize. It will be discussed at the next meeting.
5. **Old Business:** None.
6. **New Business:** James Weyrauch may be moving. If so, he may be resigning from the Cemetery Board.
7. **Comments:** Julie Long discussed the need to prioritize at the next meeting. Molly suggested everyone take the list home and rank them.
8. **Adjourn:** James Weyrauch motioned to adjourn. Scott Buckman seconded. Motion carried. The meeting adjourned at 5:46 pm. The next meeting is scheduled for Wednesday, August 2, 2017 at 5:00 pm.

Susan Conyers, Cemetery Board Secretary