

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

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

**Absent:** Molly McGovern

**Also Present:** Mayor Pro-Tem Sharon Powell, Cemetery Sexton Robert Keeton, and Cemetery Board Secretary Susan Conyers.

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1. **Minutes of Meeting – March 1, 2017:** Scott Buckman motioned to approve the minutes of March 1, 2017. Julie Long seconded. Motion approved.
  
2. **Budget Spreadsheets – February 2017:** Scott Buckman motioned to approve the budget spreadsheets as presented. Lynette Manley seconded. Motion carried.
  
3. **Roberta's Report:** Cemetery Sexton, Roberta Keeton asked the board what information she can provide them to keep them updated. She keeps a ledger of actions for each month that show the lots sold and if anyone was buried. It does not include questions she receives from citizens. She believes there are 800 or 900 spaces available at Crown Hill Cemetery and 2500 spaces available at the Hillcrest Cemetery. There was discussion about a spot for a possible cremation garden. There was much conversation on the rules and what should and should not be allowed or removed during clean up. Next was a discussion about Spring Clean Up and the dates posted in the paper. There was a suggestion that the sexton determine the cleanup rules and what decorative items should be discarded. Motions were made, but withdrawn when revisiting cleanup rules. It was discussed that the Spring Clean Up for this year be the week of April 24<sup>th</sup>, 2017 due to the need to post it in the paper for 2 weeks and Easter weekend. James Weyrauch made a motion to set the spring cleanup date for 2017 as the week of April 24<sup>th</sup>. Scott Buckman seconded. Motion passed.

Scott Buckman asked how the public is able to find the plots of their loved ones. Roberta explained that her phone number is not listed on the "Rules" board posted at the cemeteries, but it is listed on the website and they may contact her with questions. Mayor Pro-Tem Powell suggested the web address be posted on the signs at the cemeteries. There was discussion about Eagle Scouts or other high school students volunteering their help. Sharon also suggested the sexton report on what is physically going on at the cemeteries and not just report on the monetary transactions. The board discussed Roberta's need to be at every meeting and decided it would be a month by month decision. The sexton writes up an invoice for cemetery plots and maintenance, then sends the purchaser to the Hall of Waters to pay. The City will get a notice of the Spring Clean Up in the newspaper. Julie Long asked if this cleanup would be all or nothing. Roberta answered that it would not be the "all or nothing" clean up this time. Julie noted the need for flags to be disposed of properly. Linda Shumate reiterated that the City will post the Spring Cleanup in the newspaper as the week of April 24<sup>th</sup>, 2017. It was discussed that maybe clean up dates should be flexible depending on when holidays fall. Others thought it should be left as the third week of April and the third week of October. When a plot is sold, the sexton informs them of these dates.

4. **Prioritize Needs & Goal Setting:** The board decided to wait and discuss prioritizing when the City Manager was present.
  
5. **Old Business:** The board determined this was covered in the above discussions.

6. **New Business:** There is no new business at this time.
7. **Comments:** Julie Long asked about the Mausoleum. Sharon thought there were requests for qualifications out. Linda Shumate suggested meeting at one of the cemeteries for the June meeting.
8. **Adjourn:** Lynette Manley motioned to adjourn. Scott Buckman seconded. Motion carried. The meeting adjourned at 6:23 pm. The next meeting is scheduled for Wednesday, April 5, 2017 at 5:00 pm.

Susan Conyers, Cemetery Board Secretary