

Hillgrove Union Cemetery Board Meeting

November 16, 2023

8:00 a.m.

Board Meeting Minutes

Chairperson McCabe called the meeting to order. The following Board members were present: Don Culp, Gary Pascoe and Mike McCabe. The following staff members were present: Jennifer Johns, Ryan Davis, Kevin McKinney, John Schweickart, Rex Gore and Wade Collins.

The minutes of October 19, 2023, were presented for approval. Mr. Pascoe moved to approve the minutes as written. Mr. Culp seconded. Motion carried.

Mr. Collins provided the Sexton's October report.

- Interment sales were \$5,850
- Cremation interments sales were \$400
- Cremation vault sales were \$150
- Inurnment sales were \$1,050
- Lot sales were \$3,375
- Niche sales were \$4,050
- Foundation sales were \$1,500
- Safety meeting topic was on lifting safely
- Staff has been working on the office renovations
- Middle School students placed flags on the Veteran's graves last week
- Mr. Collins contacted Brightview to provide leaf removal. Brightview stated that service would be considered two occurrences, so the fee would be \$3,574. Mowing occurrence is \$1,787. The Board discussed this and decided to have Brightview only mow the cemetery.

Mr. McKinney provided a staff report.

- Staff is finishing the drywall in the office. Parks staff will paint next week. Flooring n' Beyond will install the flooring.

Mr. Davis provided a staff report.

- Staff will provide information after the first of the year on the structure of the survey and the business model for the cemetery. The board discussed a marketing plan. Mr. Schweickart will research a marketing a video.

Ms. Johns provided the October financial report.

- Ms. Johns informed the Board that October revenue is collecting 74% of budget and expenditures are 71% of budget. General fund balance is \$285,183.83.

A motion was made by Mr. Pascoe, seconded by Mr. Culp, to accept the financial reports as prepared for October. Motion carried.

Ms. Johns presented a Resolution 2023-03. This resolution is to approve the 2024 budget. Staff is anticipating a \$21,800 deficit. \$25,000 has been allocated for capital improvement expenditures.

A motion was made by Mr. Pascoe, seconded by Mr. Culp, to approve Resolution 2023-03. A resolution to establish annual budgeted revenues and appropriations for Fiscal Year 2024 for the Hillgrove Union Cemetery. Motion carried.

Mr. Davis presented Resolution 2023-04. This resolution is to create a records archivist and administrative assistant position. This position will be for a two-year period after the two years the Board will assess the need to discontinue or continue with this position.

A motion was made by Mr. Culp, seconded by Mr. Pascoe to approve Resolution 2023-04. A resolution to authorize the creation of the records archivist and administrative position. Motion carried.

A motion was made by Mr. McCabe, seconded by Mr. Pascoe to recess into an executive session at 8:41 am to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Motion carried.

The Board recessed out of executive session at 8:48 am

Ms. Combs informed the Board that the deadline for the wreath program is November 20. 144 wreaths have been sold to date.

The next meeting is scheduled for December 21 at 8:00 a.m.

There being no further business to come before the Board, Mr. McCabe declared the meeting adjourned.

Respectfully submitted,



Kim Combs
Secretary