

Hillgrove Union Cemetery Board Meeting

July 15, 2021

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, Dan Mayberry, Kevin McKinney, Aaron Stonecash and Wade Collins.

The minutes of June 17, 2021 were presented for approval. Mr. Pascoe moved to approve the minutes as written. Mr. Culp seconded. Motion carried.

Mr. Collins provided the Sexton's report.

- Interment sales were \$1,500
- Cremation Interments sales were \$1,500
- Inurnment sales were \$1,400
- Cremation vault sales were \$450
- Niche sales were \$2,700
- Foundation sales were \$1,380
- Safety meeting topic for June was on herbicide safety
- Brightview trimmed the cemetery this week for the fourth time this season
- Two funerals are planned for tomorrow
- Parks staff has a seasonal employee helping with mowing when needed.

Staff provided operational report

- Mr. Stonecash informed the Board that staff met with Brightview Territory Manager about providing a proposal to help staff with mowing for the rest of the year. They don't have the equipment to mow the entire facility at this time. They will also provide a proposal for mowing the cemetery for the 2022 mowing season. The proposal will also include an estimate for two broadleaf applications (spring/fall).
- Staff has reached out to several applicants but haven't gotten any responses.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that expenditures are 42% of budget and revenue is collecting at 58% of budget.
- The cemetery has \$10,000 left in personnel services due to part-time employee leaving. These funds could be used for Brightview expenses.

A motion was made by Mr. Culp to accept the financial report as prepared for June. Mr. Pascoe seconded. Motion carried.

Mr. Collins informed the Board that Devinee Worrell would like the Board to buy back her lot. It is located in Section 17, lot 3048. Purchase price was \$1,000. If the Board wishes to buy back the lot, it will cost the cemetery \$900. Mr. Collins stated this lot will sell for \$1,500.

A motion was made by Mr. Pascoe to buy back lot 3048 located in Section 17 from Devinee Worrell at a cost not to exceed \$900. Mr. Culp seconded. Motion carried.

Mr. Davis presented a Board Retreat Overview report. This report included historical strategic work, 2021 Memorandum of Understanding and 2021 Board Retreat Goals. Staff proposed that 30 minutes be allocated each meeting for the next eighteen months to rank and prioritize the goals and to work on a capital planning/strategic plan for the cemetery.

The next meeting will be held on August 19 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

Kim Combs
Secretary