

Hillgrove Union Cemetery Board Meeting

November 17, 2022

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, John Schweickart, Kevin McKinney Aaron Stonecash and Wade Collins.

The minutes of October 20, 2022, 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 \$3,000
- Cremation interments sales were \$400
- Cremation vault sales were \$150
- Foundation sales were \$2,250
- Safety meeting topic was on Bobcat loading
- Staff hasn't received a contract from Brightview. Staff asked for a two-year contract and is anticipating an 8% increase in fees. Brightview will provide leaf clean up and mulching to finish out the contract services for this year.
- 8th grade students placed flags on graves for Veteran's Day.

Mr. Davis provided a drawing of the cemetery to clarify which sections needed to be surveyed for the new section of selling lots. Staff will provide a quote for surveying and GEO tech and have the surveyors look at the drainage property.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that October expenditures are 74% of budget and revenue is collecting at 81% of budget
- The water sprayer was purchased this month, but this will be reimbursed by the PEP grant later this year
- \$29,500 will be added to fund balance. Of the \$100,000 contributed by both entities \$70,000 has been spent to date. These additional funds will be used for surveying expenses.

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

Ms. Combs informed the Board that 174 wreaths have been sold. Delivery date is December 2.

Ms. Johns presented the 2023 Budget. Each entity will contribute \$50,000. These funds will go toward wage adjustments and a part time employee. Capital spending line item is for truck lease and tree maintenance. Site surveying and paving expenses will need to be added to the capital line item. To date we have a \$20,000 deficient. Mr. Culp asked if each entity needs to contribute more funds? Staff will review and let the Board know at the next meeting.

A motion was made by Mr. Culp, seconded by Mr. Pascoe to recess to an executive session at 9:01 a.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

A motion was made by Mr. Culp, seconded by Mr. Pascoe to recess out of an executive session at 9:27 a.m.

The next meeting is scheduled for December 15 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