

**MINUTES**  
**CEMETERY ADVISORY BOARD**  
PARKS AND RECREATION OFFICE  
March 16, 2017 - 4:00 P.M.

The following members of the Cemetery Advisory Board were present: Mr. Lawrence Pollack, Ms. Deborah Saroff, and Mr. Pat Gormely. Also present were Mr. Mike Mohler, Cemetery Sexton; and Ms. Tammy Galvan, Administrative Coordinator/HR. Approve first reading of an ordinance amending Chapter 9 of the Code of Ordinances relating to the City-owned and operated cemeteries, and addressing cemetery fees, rules and regulations.

Absent was Mr. Brian Waddington, Mr. Al Hamscher, Dr. Mickey Reay and Mr. Mike Carlson.

A. MINUTES

It was moved by Ms. Saroff, seconded by Mr. Gormely to approve the December 15, 2016, minutes as amended. On vote, motion carried 3-0.

B. SEXTON'S REPORT

Mr. Mohler stated that 2016 revenue for the current year were as follows: 2016 Total Revenue at Sunrise Cemetery \$91,850 to include sales and burials; Sunset Cemetery \$12,350 for burials only. Mr. Mohler stated that revenue for the current year were as follows: Sunrise Cemetery \$12,975 to include sales and burials; Sunset Cemetery \$5,650 for burials only. Spring cleaning will be started.

C. OLD BUSINESS

None.

D. NEW BUSINESS

Ms. Galvan presented the updated ordinance and cemetery rules and regulations. Section 9-18 needs to be updated to add the columbarium fees. Section 9-19 separates the resale or transfer of grave space(s). Mr. Mohler indicated that Saturday Service Fees were separated out to reduce confusion to the public on the costs of a Saturday service and overtime. The conduct in cemeteries generally section has been updated to only include those items that will be prosecuted. All the administrative policy has been moved from the ordinance to the Rules and Regulations for the Cemetery. It was moved by Ms. Saroff, and seconded by Mr. Gormely, to recommend the commission accept the changes to the ordinance and recommend the administrative policy items be moved to the cemetery rules and regulations. On 3-0 vote, motion carried.

Mr. Gormely asked about the Jorgenson trail connection. Mr. Mohler responded to that there was no immediate plan to make changes, but that the proposed changes to the fencing were favorable for cemetery operations.

Ms. Saroff asked about the work that is occurring at the gate area. Mr. Mohler responded that work was occurring on the open house shelter. Mr. Mohler indicated that work on the drainage was occurring to help reduce the deterioration on the gate and wall. Ms. Saroff indicated that historic preservation efforts might be developing to help preserve the gate, wall, and open house shelter for the Sunset Cemetery.

E. PUBLIC COMMENT

None.

Meeting adjourned.