**Hillcrest Cemetery**

**Board of Trustees Meeting**

**October 13, 2020**

1. The meeting was called to order at 9:05am by Cindi Milam.

2. The following board members were present: Wayne Slighter, Cindi Milam, Jason Barnes, Kevin Whittaker, Linda Brooks and Amanda Burns in the absence of Jerry Herman.

 Absent – Jerry Herman, Randy Short and Morris Watson.

3. Approval of minutes from October 8, 2019. Wayne made a motion to approve the minutes and Jason seconded the motion. Vote: all in favor / none opposed.

4. Financial Report: Jason distributed the Account Summary Financial Reports. He gave details on the first report that was run from our last meeting date of 10/8/19 to 9/30/20. The next report was year to date info from July 1st through September 30th, 2020. He stated that all looks good. Amanda made a motion to approve this report and Wayne seconded the motion. Vote: all in favor / none opposed.

5. Maintenance Report

 a. Quarterly Maintenance Report- Kevin distributed the Maintenance Report and discussed the numbers comparing the data to the previous year. The number of lots sold is a little lower and also opening and closings. There was a slight dip in Columbarium Niches that was sold, but the number of internments in the Columbarium is pretty stable from year to year.

 The biggest thing since we last met was the new section in the cemetery; Section E. Since May we have sold eight lots in that section. All of them have been over near the tree line where it is shaded. We have cleaned up that area and started taking from the dirt pile that’s in behind it for projects around the park.

 We have gotten quotes for the new Columbarium that we would like to add this year. We hope to get that installed sometime before the end of our budget year. Once that is done, plans are to purchase two new benches to go on each side of the Columbarium’s that are out there. Wayne made a motion to approve the Maintenance Report and Jason seconded the motion. Vote: all in favor / none opposed.

6. Old Business – None

7. New Business or Discussion

 a. New Columbarium- Kevin stated that he plans to purchase a new columbarium

 from Scott Kelly. The price of $14,000 will include the base and installation and will be a duplicate of the one that we have now. It will be coming from China and will take a while to get here.

 b. $200 marker fee- Kevin stated that he would like to change our opening and closing price and policy. Price now is $650 if a marker is already in place and

 $850 with no marker. If a marker is placed within a year we send a refund of $200. This can create issues with finding the correct person and address to refund. After some discussion, Cindi made a motion to take to the Board of Mayor and Alderman for a resolution to change the opening and closing fee to $800 for all with no refund regarding the marker. Wayne seconded the motion. Vote: all in favor / none opposed.

 c. Cindi remarked that a great job is being done taking care of the cemetery. She

 heard a few complaints concerning flowers being left on the grave too long after a burial. Kevin replied that typically they are removed after a week with weather permitting.

 d. Kevin mentioned that he has a situation at the cemetery that he doesn’t know quite how to deal with. Someone from the family is coming to the gravesite and mowing that area. They have now expanded their space and mowing more of the area than that one grave. Since the funeral home could not give out the phone number, we are unable to contact them. It was suggested to leave a note on the grave asking for them to contact Kevin.

8. Adjournment –

 Jason made a motion to adjourn the meeting and Wayne seconded the motion.

 Vote: all in favor / none opposed.

9. Next Meeting – Tuesday, April 13, 2021

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 Secretary