

PLEASANT HILL CEMETERY COMMITTEE MEETING
February 24, 2016
2:30 P.M.

The regular meeting of the Pleasant Hill Cemetery Committee was called to order at 2:30 p.m. Present: Norm Gustafson, Patsy Harvey, Steve Shelburg, and Crystal Parsons. Absent: Ellie Marchant. Also present: Public Works Director Gary Patterson, Assistant Public Works Director Russ Paul, Parks and Recreation Program Manager Rick Courcier, and City Clerk/Finance Director Dena Spooner.

1. SHELBURG/HARVEY moved to approve the agenda. All ayes. Motion carried.
2. SHELBURG/PARSONS moved to approve the minutes of the December 11, 2015 meeting. All ayes. Motion carried.
3. Cemetery Ordinance Changes – The committee reviewed the edited version of the proposed changes to the ordinance with discussion. Some additional changes and corrections were recommended after reviewing the proposed ordinance page by page. It was recommended that the final edits should be reviewed one more time by the committee at the next meeting before it is forwarded to the City Council for the three Ordinance readings. The committee would also recommend all new purchasers going forward to receive a copy of the ordinance with their receipt, and for a link to be made on the website as a reference to all the rules and regulations.
4. Cemetery Brochures – The committee reviewed the edited version of the brochure and made a few more corrections and changes, including changing Funeral Director to Funeral Home on both the brochure and ordinance.
5. Heritage Trees - Recreation Manager Rick Courcier presented a proposal on behalf of Parks Supervisor Heath Ellis, who was unable to attend. They would propose not allowing anymore purchases or burials under the drip line of the mature trees, as digging by their roots reduces their life. Some of the trees are very old, and one Red Oak is the 2nd oldest in the state of Iowa. Public Works Director Gary Patterson said unfortunately most of those spaces have already been sold. The Committee requested that Mr. Ellis prepare a report of the trees to avoid and which spaces he would like to preserve for them to review at their next meeting.
6. Cemetery Budget for FY 2017 – The Committee inquired how the Cemetery budget came out. Mr. Patterson said they received the funds they requested for the benches (\$1,200), the GIS survey system (\$10,000), and the Pedestal for the Columbarium (\$2,000). He said these funds would be available on July 1, 2016 when the new budget becomes effective. There was some discussion about where they would place the benches and the pedestal. The Committee was pleased they received the funds they requested.
7. Other Business
Norm Gustafson asked Crystal Parsons if she changed to full-time with the City, and if that would present a conflict to serving on the Cemetery Committee. Mrs. Parsons answered that she would remain part-time. Mr. Patterson confirmed that there was not a conflict for her to have a part-time position with the City and to be on the Cemetery Committee at the same time. Everyone thanked Mrs. Parsons for all of her hard work on the updates to the ordinance and the brochures.

Steve Shelburg asked when the future meetings would be scheduled. The Committee scheduled the next meeting to be Wednesday, March 16th at 2:30 p.m. to review the ordinance changes. They decided to meet every quarter thereafter on the third Wednesday of the month at 2:30 p.m. as follows: June 15th, Sept. 21st, and Dec. 21st.
8. Adjournment – SHELBURG/PARSONS moved to adjourn. All ayes. Meeting adjourned at 3:55 p.m.

Dena Spooner
City Clerk/Finance Director