

Chairman Rotherham called the meeting of the Springdale Cemetery Management Authority to order at 4:00 p.m., Tuesday, February 16, 2010. Present were: Al Andrews, Jim Hancock, George Kottemann, Patti Polk, Bruce Thiemann and Kent Rotherham. Absent: Jeanette Hillyer, George Merkle and Tom Luthy. Also present were: Jon Austin, Wendy Wilkens, Paula Fenner and Gordon Cundiff.

APPROVAL OF MINUTES: Moved by Kottemann, seconded by Polk, that the minutes of the January 19, 2010 Regular Meeting, the January 26, 2010 Special Meeting and the January 26, 2010 Executive Session be approved as presented. On voice vote, motion carried.

TREASURER'S REPORT: The Treasurer's Report was given by Andrews in Luthy's absence. After discussion, it was moved by Hancock, seconded by Polk to approve the Financial Statement as presented. On voice vote, motion carried. After discussion of the payables, it was moved by Polk, seconded by Kottemann to approve the payables as presented. On voice vote, motion carried. Paula Fenner also discussed the restructuring of the chart of accounts by Axiom. It was decided that a decision on this would be deferred until a cost was determined.

GENERAL MANAGER'S REPORT: A report was handed out to members, which included the following:
Meeting with City Manager:

- The City Manager requested that the financial reports be sent to him on a monthly basis. He also requested that the budget be sent to him prior to October 1 of each year. Jon Austin reported to the City Manager that steps are being taken to reduce costs by setting property hours at 8:00 a.m. to 4:30 p.m. seven days per week, during the winter, and reducing staff overtime costs. A mobile mapping project was also put on hold to avoid those costs.
- State FOIA training was completed through the Attorney General's office by Jon Austin and Wendy Wilkens. They also attended City training on February 15, 2010.
- Waiting input from Corporation Counsel for draft guest rules. Amended draft Investment Policy with Tom Luthy and distributed it to the SCMA Board.
- Marker display was moved from office lobby to the family room with the concurrence of Converse Marketing. Dimensional Services was informed that we will no longer offer an ongoing discount on lot sales in favor of periodic special pricing offered for a limited time.

UNFINISHED BUSINESS: Copies of the recommended Authority Meeting Rules was handed out to members by Andrews. It was moved by Andrews, seconded by Kottemann, that the amended Authority Meeting Rules one through four be approved as follows:

- **Guests shall register their presence in writing prior to the Call to Order and such record shall be preserved by the secretary.**
- **Guests who wish to address the Authority shall indicate to the secretary before the start of the meeting by completing the form providing their desire so that they might be recognized by the chairman.**
- **Guest input normally will be solicited by the chairman as soon as convenient after the start of a Regular or Special meeting. At the discretion of the chair, guest input may be solicited as appropriate during the meeting.**
- **Persons who desire to record the proceedings either by tape, film, or other means shall provide a verbal notification to the assembly that a recording is being made. Further, the act of recording, preparing to record or testing for recording shall not interfere with the overall decorum and proceeding of the meeting, cause any person to rearrange seating, work space, personal effects or engage in conversation during the meeting to facilitate the recording, nor otherwise distract attendees' attention from the meeting and its proceedings.**

On voice vote, motion carried.

Investment Committee: It was decided to send the Investment Policy back to the Investment Committee to be amended.

NEW BUSINESS: The Open Meetings Act Officer appointment was discussed, and it was **moved by Rotherham, seconded by Kottemann that Jon Austin be appointed to be the Open Meetings Act Officer, with Jim Hancock acting as backup. On voice vote, motion carried.**

MONUMENT RESTORATION COMMITTEE: Jon Austin reported that the cost of building a storage shed for monuments would be approximately \$15,000. After discussion, it was decided that the Authority Board would share the cost of the building with the Foundation, with the Authority Board's obligation not to exceed \$8,500. It was also proposed that the Foundation cover the costs of the building, with the Authority Board to repay the Foundation when and if they are in a position to do so. **It was moved by Hancock, seconded by Thiemann, that the Authority Board be responsible for \$8,500 for the cost of a storage building for monuments to be paid back to the Foundation as capital funds become available. On voice vote, motion carried; Andrews, Hancock, Kottemann, Thiemann and Rotherham voting aye; Polk voting nay.**

EXECUTIVE SESSION: The meeting was adjourned to Executive Session at 5:20 p.m.

OPEN SESSION: The meeting was returned to Open Session at 5:25 p.m. It was **moved by Andrews, seconded by Kottemann, that Jon Austin be removed from the ninety day probationary period, given his start date was November 20, 2009. On voice vote, motion carried.**

NEXT REGULAR MEETING: The next Regular Meeting of the Authority is scheduled for Tuesday, March 16, 2010, at 4:00 p.m., at Springdale Cemetery in the Maintenance and Volunteer Building.

ADJOURNMENT: Chairman Rotherham adjourned the meeting at 5:37 p.m.

Wendy Wilkens
Assistant Secretary

ATTEST:

Jeanette P. Hillyer
Authority Secretary