

**CITY OF MASON
CEMETERY BOARD MEETING
MINUTES OF FEBRUARY 11, 2021**

Clerk Jarvis called the Cemetery Board meeting to order at 11:00 a.m., in the Maple Room at 201 W. Ash Street

Board Members Present: Ferris, Shattuck
Absent Board Members: None
Also Present: Sarah J. Jarvis - City Clerk, Jean Spink, Administrative Assistant, Levi Rice, Cemetery Foreman

ELECTION OF LEADERSHP

A. Chair

Clerk Jarvis opened nominations for the office of Chair of the Cemetery Board/Tree Commission

Shattuck nominated Elaine Ferris for Chair of the Cemetery Board/Tree Commission

Clerk Jarvis closed the nominations for the office of Chair of the Cemetery Board

Ferris: Yes (2) Ferris, Shattuck
No (0)

ELAINE FERRIS ELECTED CHAIR OF CEMETERY BOARD/TREE COMMISSION

PUBLIC COMMENT

None

APPROVAL OF MINUTES – February 5, 2020

MOTION by Shattuck, second by Ferris
to approve the February 5, 2020 Cemetery Board and Tree Commission Minutes

MOTION APPROVED

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Arbor Day – Discussion on how we want to proceed for this year.
 - 1. Legal Notice Seeking Arbor Day Nominees – It was decided to post the announcement for Arbor Day Nominees on Sunday, February 21, 2021 and that the due date will be March 15, 2021.
 - 2. Set Meeting Date for Selection of Arbor Day Recipient – Meeting scheduled for March 22, 2021 at 11:30 AM.
 - 3. April 30, 2021 – Arbor Day Ceremony – If Health Guidelines allow for an outdoor gathering, we will proceed as we normally do. If not, we will host a virtual ceremony.

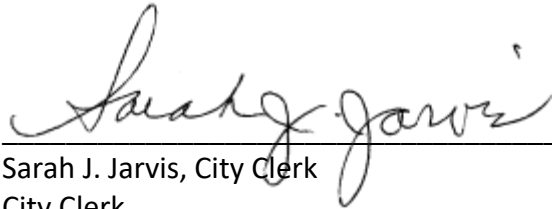
- B. Cemetery – Discussion on Transfer of Rights of Cemetery Lots/Spaces – Clerk Jarvis explained that going forward will be strictly adhering to the Maple Grove Rules and Regulations in regard to Transfer, Assign or Relinquishment of Lots/Spaces. They will be

allowed through one of the following ways: 1. Designated by the owner of the lot/space before they are deceased. 2. Last Will and Testament, or through Probate Court. In addition, if there are multiple people listed to have rights to the lot/space use of lot/space will be on a first come first serve basis and if one of the people wants to grant their rights to someone else all other people listed must provide a written document that they agree with this decision.

- C. Cemetery – Abandoned Lots/Spaces – Revert to City – Clerk Jarvis reported that we may want to give future consideration on how we would want to handle abandoned lots/spaces in the Cemetery. This most likely will require an Ordinance change but we may want to consider in the future.
- D. Cemetery – Veteran Grave Location Project – Scott Shattuck agreed that he will take on the project to determining the Veteran’s location in Maple Grove so we can develop a master list.
- E. Cemetery – GIS Mapping of Gravesites – Clerk Jarvis reported that our new Cemetery system allows for the use of GIS, which we may considering utilizing in the future.

ADJOURN

Cemetery Board Meeting was adjourned at 11:57 a.m.



A handwritten signature in cursive script, reading "Sarah J. Jarvis", is written over a horizontal line.

Sarah J. Jarvis, City Clerk
City Clerk