

DeFuniak Springs Cemetery Board  
Regular Meeting  
July 18, 2017

The following members were present: Cemetery Board Members Mayor Bob Campbell, Jack Owen, and Lee Thomas, Interim City Manager Craig Drake, Municipal Services Supervisor Scott Simmons, Cemetery Grounds Supervisor Darren Donaldson, Finance Director Joe Brown and City Clerk Loretta Laird.

Mayor Campbell called the meeting to order at 5 p.m.

**City Clerk Loretta Laird**

Meeting Minutes

April 18, 2017 – Regular Meeting

City Clerk Loretta Laird presented the April 18, 2017, regular meeting minutes for approval.

**Committee member Owen made a motion to approve the April 18, 2017, regular meeting minutes as presented, seconded by Committee member Thomas.** Campbell: Aye; Owen: Aye; Thomas: Aye **Motion carried 3-0.**

**Citizen Comments**

There were no citizen comments.

**Request to be on the agenda**

Tim Kirby

Tim Kirby was not present at the meeting therefore City Clerk Loretta Laird discussed an email provided to the board relating to the \$50 permit fee. Laird stated Kirby's family purchased four burial plots on December 31, 2012, at a cost of \$824 per plot. Laird indicated the permit fee at the time of purchase of the plots was \$25 and has increased to \$50 in September 2016. Laird stated Kirby is requesting the three remaining burial permit fees remain at the \$25 charge.

Committee member Thomas made a motion to deny reduced Magnolia Cemetery permit fee of \$25 since all fees have increased since the time of purchase, seconded by Committee member Owen. Campbell: Aye; Owen: Aye; Thomas: Aye **Motion carried 3-0.**

**City Clerk Loretta Laird**

Thomas Jordan Jr

Thomas Jordan was not present at the meeting, therefore, this item was not heard.

John Newby plot purchase back

City Clerk Loretta Laird presented a request from John Newby to allow the city to purchase back the one plot for a total amount of \$824. Laird stated the original deed has been provided, along with proof of purchase. Laird stated various memorial items have been displaced on the purchased plots including coping removal, headstone movement, and ground disturbance.

**Committee member Thomas made a motion for the city to purchase back a plot from John Newby for one plot located in Section 1528 Block I Lot 44 once the disturbed area has been corrected, seconded by Committee member Owen.** Campbell: Aye; Owen: Aye; Thomas: Aye **Motion carried 3-0.**

Magnolia Cemetery Permit Changes

City Clerk Loretta Laird requested authorization to allow placement of coping, chipping, and marker installations to occur within a 90-day time frame after the permit has been approved. Laird stated some agencies do not stock the requested markers until after the interment service.

**Committee member Owen made a motion to allow a 90-day permit grace period for coping, markers and headstones after the date of permit approval, seconded by Committee member Thomas.** Campbell: Aye; Owen: Aye; Thomas: Aye. **Motion carried 3-0.**

#### Magnolia Cemetery Numbered Section

City Clerk Loretta Laird Requested permission to revise the current resolution relating to allowing additional burials within plots that have been purchased after 1980 and requires the additional space to be purchased by the current owner.

**Committee member Owen made a motion to revise the current resolution allowing individuals to use all their plot availability within the numbered section of Magnolia Cemetery, seconded by Committee member Thomas.** Campbell: Aye; Owen: Aye; Thomas: Aye. **Motion carried 3-0.**

#### Unmarked grave markers

City Clerk Loretta Laird presented a list of unmarked graves that are within Magnolia Cemetery. Laird stated the list includes 28 individuals that do not have markers, three that have paid for their markers, and eight that do not have the death date inscribed. Laird stated the current pricing for the grave markers was provided through a bid process at \$35 per marker with the city installing the markers. Discussion occurred relating to using the existing \$35 price per grave marker plus a \$15 installation charge through GLMCO Memorials and obtaining as many markers as financially possible.

**Committee member Owen made a motion to recommend to the city council that the city attorney clarify the \$15 installation charge be added to the unmarked grave marker fee that was awarded as a bid to GLMCO Memorials as the subcontractor for unmarked grave marker services, seconded by Committee member Thomas.** Campbell: Aye; Owen: Aye; Thomas: Aye. **Motion carried 3-0.**

#### Map update

City Clerk Loretta Laird provided an update relating to the Magnolia Cemetery mapping project. Laird stated she has completed over half the cemetery at this time and continues to work on the project when time permits. Committee member Owen inquired to having the map information provided to just city staff, while the public can have access to a spreadsheet format.

#### **Interim City Manager Craig Drake**

##### 2017 Revenue & Expenditures

Discussion occurred relating to the 2017 revenue and expenditure reports for Magnolia Cemetery. The report shows \$19,000 being collected for cemetery plot purchases and \$3,550 for cemetery permits.

There being no further business, Mayor Campbell adjourned the meeting at 5:52 p.m.

ADOPTED this \_\_\_\_\_ day of January, 2018.

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Bob Campbell, Mayor

ATTEST:

\_\_\_\_\_  
Loretta A Laird, City Clerk