ADIN CEMETERY DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING

MINUTES FOR FEBRARY 26, 2020

ADIN BRANCH LIBRARY

PRESENT FOR MEETING: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

Don Meyer, Caretaker

Cathy Landoski, Caretaker

Kathie Nelson, Clerk

CALL TO ORDER: Trustee Chairman Dan Bouse called the meeting to order at 6:04 P.M. A quorum was established.

APPROVE THE AGENDA: Trustee Chairman Dan Bouse obtained a motion to approve the Agenda. Trustee Andy Albaugh made the motion, and Trustee Keith Bryan seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

NONES: None

ASTAIN: None

ABSENT: None

CONSIDERATION/ACTION: Cemetery District Administrator Duties.

A job description for the new Cemetery District Administrator was developed by Trustee Keith Bryan. The list of duties was discussed. Trustee Chairman Dan Bouse said that government code 610.51 needs to be added to the description. Trustee Chairman Dan Bouse obtained a motion for Trustee Keith Bryan to take what was discussed and make a new job description to be approved at the next meeting. Trustee Andy Albaugh made the motion, and Trustee Chairman Dan Bouse seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

NONES: None

ASTAIN: None

ABSENT: None

CONSIDERATION/ACTION: Cemetery Grounds Keeper Duties.

Trustee Chairman Dan Bouse obtained a motion to postpone the job description of the Cemetery Grounds Keeper until the new Cemetery District Administrator is hired and available to make it. Trustee Keith Bryan made the motion, and Trustee Andy Albaugh seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Keith Bryan, Trustee

Andy Albuagh, Trustee

NONES: None

ASTAIN: None

ABSENT: None

CONSIDERATION/ACTION: Wages for new Cemetery District Administrator.

An hourly wage of $20.00 was discussed as a starting point. It was then decided that this will be postponed until the Cemetery District Administrator’s job description is approved. Trustee Chairman Dan Bouse obtained the motion. Trustee Keith Bryan made the motion, and Trustee Andy Albaugh seconded the motion. Motion passed by the following:

AYES: Dan Bouse, Trustee Chairman

Andy Albaugh, Trustee

Keith Bryan, Trustee

NONES: None

ASTAIN: None

ABSENT: None

ADJOURNMENT: The meeting was adjourned by Trustee Chairman Dan Bouse at 6:45 P.M.

Respectfully submitted,

Kathie Nelson, Clerk

Adin Cemetery District