

# **Plattsmouth Cemetery Advisory Board**

## **Meeting Minutes**

**October 13, 2020**

A meeting of the Plattsmouth Cemetery Advisory Board was held in open and public session at Plattsmouth City Hall, 136 North 5<sup>th</sup> Street, at 5:30 p.m., October 13, 2020. A copy of the agenda and all documents to be discussed had been distributed to Board members in advance of the meeting and were available to the public during the meeting.

City Clerk, Sandra J. Meyer opened the meeting at 5:33 pm. Board members present for Roll Call were Mr. Boyle, Ms. Fuller, and Mr. Hellwig. Grounds Maintenance Supervisor Jesse Clark was also present.

### **ITEM 3**

The Oath of Office as a Board Member of the Plattsmouth Cemetery Advisory Board was administered to Bernard "Bill" Boyle, Cynthia J. Fuller and Gary A. Hellwig.

### **ITEM 4**

Motion by Boyle seconded by Hellwig to approve the September 15, 2020 Plattsmouth Cemetery Advisory Board Meeting minutes. ROLL CALL: Yes-Boyle, Fuller and Hellwig. No-None. Absent-None. Abstain-None. MOTION CARRIED.

### **ITEM 5**

Cindy Fuller nominated Bill Boyle for President and Hellwig seconded the nomination. Motion by Fuller seconded by Hellwig to appoint Bill Boyle as President of the Plattsmouth Cemetery Advisory Board. ROLL CALL: Yes-Hellwig, Fuller and Boyle. No-None. Absent-None. Abstain-None. MOTION CARRIED.

Bill Boyle nominated Cindy Fuller for Secretary and Hellwig seconded the nomination. Motion by Boyle seconded by Hellwig to appoint Cindy Fuller as the Secretary of the Plattsmouth Cemetery Advisory Board. ROLL CALL: Yes-Boyle, Hellwig and Fuller. No-None. Absent-None. Abstain-None. MOTION CARRIED.

### **ITEM 6**

The Board reviewed the template of the Historic Preservation Board Rules of Order. Cindy Fuller pointed out an error under MEETING PROTOCOL-C. Under MEETING PROTOCOL-C. it should read: The president shall ordinarily preside at meetings of the Board. The secretary

shall substitute for the president in his or her absence and in such case may exercise the powers of the president. Motion by Fuller seconded by Hellwig to adopt the Bylaws for the Plattsmouth Oakhill Cemetery Advisory Board as their Rules of Order to conduct its meetings and any other business permitted by City of Plattsmouth Municipal Code with the correction as stated above. ROLL CALL: Yes-Fuller, Boyle and Hellwig. No-None. Absent-None. Abstain-None. MOTION CARRIED.

Following adoption of the Bylaws for the Plattsmouth Oakhill Cemetery Advisory Board the board discussed when they should meet next and it was decided that with no pressing issues at this time they will meet next on the 2<sup>nd</sup> Tuesday in January 2021 (January 12, 2021).

#### **ITEM 7**

Relevant City Staff who were introduced to the Cemetery Advisory Board were: Sandy Meyer, City Clerk-she will clerk their meetings and draft the minutes for review by the secretary; and Jesse Clark, Grounds Maintenance Supervisor-main contact for Oak Hill Cemetery operations.

#### **ITEM 8**

6:29 p.m. Motion by Boyle seconded by Hellwig to adjourn. MOTION CARRIED on a voice vote.

Minutes prepared by Sandra J. Meyer, City Clerk and reviewed by Cindy Fuller, Board Secretary:

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

Cindy Fuller, Secretary