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Office of the Parks Department

**G. Opitz Cemetery Board
Tuesday, March 25, 2014
Mequon City Hall
Engineering Conference Room
MINUTES**

The meeting was called to order at 11:00 am with roll call as follows:

Members Present: Chairman Anton Usowski, Parks Director Don Curran, Finance Director Tom Watson, and Administrative Assistant Pam Szymanski

Members Absent: None

1. Election of Chairman

Moved by Don Curran and seconded by Tom Watson to nominate Anton Usowski as Chairman. The motion passed by voice acclamation.

2. Approve meeting minutes of February 28, 2013

Moved by Tom Watson and seconded by Anton Usowski to approve the meeting minutes of February 28, 2013. The motion passed by voice acclamation.

3. Annual Reports

Members reviewed and discussed the 2013 year end budget and the 2014 year to date report. Moved by Don Curran and seconded by Anton Usowski to approve the financial reports as presented. The motion passed by voice acclamation.

4. Director of Parks and Operations Report

Member Curran reported that there was one burial in 2013.

5. Cemetery Maintenance

During the course of 2013, Parks Department staff was responsible for the upkeep and general landscape duties at the Cemetery. In addition to landscape maintenance, a local contractor began the process of repairing broken or leaning monuments. Funds from the non-lapsing account covered the cost of the repairs. Director Curran recommended applying additional funds in 2014 to continue the repair process. Moved by Anton Usowski and seconded by Tom Watson approve up to \$4000 from the non-lapsing account for maintenance and repair of the monuments in 2014. The motion passed by voice acclamation.

6. Adjourn

Moved by Don Curran and seconded by Anton Usowski to adjourn the meeting at 11:15 am. The motion passed by voice acclamation.

Respectfully submitted,

G. Opitz Cemetery Board