

**Cemetery Board
Minutes of Regular Meeting
February 4, 2015 – 5:00 pm**

Present: Scott Buckman, Ryan O’Dell, and Linda Shumate.

Absent: Bob Carlton, James Weyrauch and Ambrose Buckman, Mayor.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, and Shannon Stroud, Cemetery Board Secretary.

2. **Presentation:** Kit Smith is in attendance to inform the Cemetery Board of his intent to work in conjunction with Wreath’s Across America, to put a wreath on all deceased veteran’s graves in the Excelsior Springs and surrounding area, and remove them by their removal date. Smith is waiting on approval from Wreath’s Across America to be added to their list of approved cemetery sites, which Excelsior Springs is a suggested name on the list. Once accepted, people will be able to visit their webpage to make donations. This will also serve the purpose until Smith can afford a webpage of his own. Smith and his son placed 36 wreaths on graves this past year. Preparation starts in November and most are placed by February. Cemetery Board Members thanked Mr. Smith for their service.
3. **Approval of Minutes:** The November and December 2014 meeting minutes cannot be approved for lack of members and will be brought back to the March 2015 Cemetery Board Meeting.
4. **Budget Spreadsheets:** Linda Shumate motioned to approve the November and December 2014 budget spreadsheet totals. Scott Buckman seconded. Motion approved. October 2014 totals had been approved at a previous meeting.
5. **Old Business:**
 - Fence Row** – Update by David Haugland, City Manager, the fence row has been cleared. Katie Noyd, Parks and Recreation Director and David Haugland will decide what greenery to put in place to divide the cemetery and Century Park.
 - Spring Clean Up** – Brent Bishop applied chemicals to both cemeteries for the fall. Spring Clean-up will happen in April.
 - Tombstone Tour** – Lance Lamb will come before the board for a formal request, representing the Cultural Guild, to update on the Tombstone Tour in 2015. They want to move it to Hillcrest Cemetery; parking would be on the east end, and they would like to utilize the VA Clinic for additional parking.
 - Rules and Regulations** – Linda Shumate referenced the new wording for rules and regulations. David Haugland will take to City Council sometime in March 2015.
6. **New Business:** None.
7. **Comments:** None.
8. **Adjourn:** The meeting adjourned at 5:20 pm. The next meeting is scheduled for Wednesday, March 4, 2015 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
May 6, 2015 – 5:00 pm**

Present: Bob Carlton, Linda Shumate, and James Weyrauch.

Absent: Scott Buckman, Ryan O’Dell, and Councilwoman Sharon Powell.

Also Present: David Haugland, City Manager, and Shannon Stroud, Cemetery Board Secretary.

2. **Approval of Minutes:** David Haugland, City Manager announced that Ryan O’Dell submitted his resignation as board member. Linda Shumate motioned to approve the February 4, 2015 meeting minutes; James Weyrauch seconded. Motion and minutes of February 4, 2015 approved. The April 1, 2015 meeting minutes cannot be approved for quorum issues and will be brought back to the June 2015 Cemetery Board Meeting.
3. **Budget Spreadsheets:** James Weyrauch motioned to approve budget spreadsheets for March 2015; Linda Shumate seconded. Motion approved.
4. **Old Business:**
 - Fence Row** – Update by David Haugland, City Manager, the decision has been made to put blue spruce shrubs in place of the fence between Crown Hill Cemetery and Century Park.
 - Cemetery Spring Clean-Up** – went well in both cemeteries. The new wording in the Rules and Regulations will be taken to City Council after the clean-up.
 - Straightening of Monuments** – additional monuments will be reset in the fall of 2015 again.
 - Mausoleum** – is checked on, especially when it rains, the inside is being cleaned for Memorial Day, flowers will be planted in the pots at the entrance and reseeding has been done at the cemeteries.
 - Mowing and Trimming** – the mowing has been done at both cemeteries but it doesn’t appear that the trim work has been done. David Haugland will make a call to ensure it’s done before the holiday.
5. **New Business:**
 - Board Member Resignation** – Ryan O’Dell submitted his resignation. If you know of anyone that would like to serve as a board member, they may fill out an application through the city website or pick up a paper copy from Shannon Stroud in the City Manager’s office.
 - Camera’s** – If things continue to be destroyed at the cemeteries, a camera may be purchased.
6. **Comments:** None.
7. **Adjourn:** The meeting adjourned at 5:15 pm. The next meeting is scheduled for Wednesday, June 3, 2015 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
August 5, 2015 – 5:00 pm**

Present: Scott Buckman, Bob Carlton, and Linda Shumate.

Absent: James Weyrauch.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, and Shannon Stroud, Cemetery Board Secretary.

2. **Minutes of Meeting – May 6 and July 1, 2015:** Bob Carlton noted the absence of James Weyrauch and since we are one board member short, David Haugland asked current board members if they knew of anyone that could serve on the board. If no names are submitted, an advertisement can be placed in the newspaper. Linda Shumate motioned to approve the minutes of the Cemetery Board Meeting on May 6 and July 1, 2015; Bob Carlton seconded. Motion approved.
3. **Budget Spreadsheets:** After budget questions were answered, Linda Shumate motioned to approve the budget spreadsheet totals for June 2015; Scott Buckman seconded. Motion approved.
4. **Old Business:**

Back-up to Sexton for Lot Sales: Last month, Roberta Keeton, Sexton asked for a back-up person to cover lot sales while she takes vacation. Shannon Stroud, Cemetery Board Secretary is working with Keeton to cover during vacation time.

Improvements to both cemeteries: Roberta Keeton, Shannon Stroud, Brent Bishop, Stormwater Coordinator and Cemetery Maintenance, and Andrew Starkebaum, GIS Coordinator met at both cemeteries to discuss particular updates. The dirt mound in Crown Hill needs relocated; it is on saleable spaces and an enclosure for it will be considered. Grass clippings and weeds around artificial flowers are not being removed and are a problem. Richard Ruff was notified. The dumpster at Crown Hill is always full; a larger one may be obtained and an enclosure will be considered. During clean-up weeks, all items will be tossed due to mowing. Mausoleum Doors are in really bad shape, they will be looked at by the monument company in the fall when straightening of head stones is completed. Section markers on posts are being considered to place in Crown Hill and Hillcrest cemeteries, examples were reviewed. Ambassador Sign will be contacted for pricing of section signs that match the entrance signage. Andrew Starkebaum was given the old maps that are not readable for both cemeteries and created new copies for use. A copy of the new maps can be placed at entrances of both cemeteries for visitors to use. Cost for displaying new maps in a kiosk at each entrance is being reviewed. Starkebaum electronically saved the maps for storage of cemetery data in both cemeteries. David Haugland referenced the plans for addition of a cremation garden and columbarium but the budget doesn't allow for it at this time. Board members asked if grant money is available. David Haugland is not aware of any for cemeteries.
5. **New Business:**

New Board Member: Forward a name if you have one to the City Manager's Office or ask the interested person to fill out an application through the City's website.
6. **Comments:** None.

7. **Adjourn:** The meeting adjourned at 5:30 pm. The next meeting is scheduled for Wednesday, September 2, 2015 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
October 7, 2015 – 5:05 pm**

Present: Bob Carlton, Linda Shumate, Lynette Manley, Scott Buckman, and James Weyrauch.

Absent: Sharon Powell, Councilwoman.

Also Present: David Haugland, City Manager, and Shannon Stroud, Cemetery Board Secretary.

2. **Minutes of Meeting – August 5, 2015:** Linda Shumate motioned to approve the minutes of the Cemetery Board Meeting of August 5, 2015; James Weyrauch seconded. Motion approved.
3. **Budget Spreadsheets – July and August 2015:** David Haugland, after checking with Steve Marriott, will provide an answer by email to board members regarding their question of a negative trust account. Scott Buckman motioned to approve the budget spreadsheet totals for July and August 2015; James Weyrauch seconded. Motion approved.
4. **Old Business:**
 - Back-up to Sexton for Lot Sales:** Shannon Stroud, Cemetery Board Secretary has been working with Keeton to cover during her vacation.
 - Improvements to both cemeteries:** Shannon Stroud reviewed numbers of signage and upcoming improvements to be brought forth for approval as additions to both cemeteries. The dirt mound in Crown Hill needs relocated; it is on saleable spaces and an enclosure for it will be considered. The dumpster at Crown Hill is always full; a larger one may be obtained and an enclosure will be considered. During clean-up weeks, all items will be tossed due to mowing. Mausoleum Doors are in really bad shape, they will be looked at by the monument company in the fall when straightening of head stones is completed. Section markers on posts are being considered to place in both cemeteries, examples were reviewed. Ambassador Sign will provide pricing of section signs that match the entrance signage. A copy of the new maps can be placed at entrances of both cemeteries. Cost for displaying new maps in a kiosk is also being reviewed.
5. **New Business:**
 - New Board Member:** Forward a name if you have one to the City Manager's Office or ask the interested person to fill out an application through the City's website.
 - Fall Clean-up** – is the week of October 19 – 23, 2015.
 - Tree Cutting** – by Joe Morgan's gravesite, a tree and shrub will be trimmed.
 - Straightening of Graves** – a few graves are caving in at Hillcrest. The straightening of graves will be done in late October by Moore Monument and they will look at repair of the mausoleum doors.
 - Blue Spruce Trees:** it appears they have died. David Haugland will check them and get with David Rhodus.
 - Contract with Richard Ruff:** When is the mowing to be re-bid? What responsibilities are Richard Ruff's and what duties will be for city crews to do? David Haugland will report back on that. _
6. **Comments:** None.
7. **Adjourn:** The meeting adjourned at 5:36 pm. The next meeting is scheduled for Wednesday, November 4, 2015 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary