

**Cemetery Board
Minutes of Regular Meeting
January 6, 2016 – 5:00 pm**

Present: Scott Buckman, Bob Carlton, Lynette Manley, 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 – October 7, 2015:** Linda Shumate motioned to approve the minutes of the Cemetery Board Meeting of October 7, 2015; Scott Buckman seconded. Motion approved.
3. **Budget Spreadsheets – September, October, November 2015:** Scott Buckman motioned to approve the budget spreadsheet totals for September, October, and November 2015; Lynette Manley seconded. Motion approved.
4. **Old Business:**
 - Sectional Signs and Poles:** The sectional signs have arrived; they are silver with black lettering and match the entrance sign. One of the poles with the hangar was shown to the board; it is silver but can be painted black. Board members like it the way it is, thinking that painting it will be a hassle and look like an eye soar in the future. The poles will be set in concrete. Brent Bishop will start setting them as soon as weather permits.
 - Blue Spruce Trees:** the Blue Spruce trees that were a barrier between Crown Hill Cemetery and Century Park have died and were removed.
 - Moore Monument:** was here for 3 days straightening in Crown Hill and did over 600 + graves. They also looked at the mausoleum doors and took pictures to determine how to fix them.
 - Family Dispute:** a few years ago, family members within the Coursen family were in a dispute over placement of their father’s ashes in the mausoleum in Crown Hill. The dispute has been resolved and all members of the family now have keys to the Mausoleum.
5. **New Business:**
 - Straightening of Graves** – Scott Buckman was curious about straightening of graves in the cemeteries, his questions were answered by David Haugland.
 - Cremation Garden:** Linda Shumate referenced the previous talk about a cremation garden; when does the City plan to put it in. David Haugland plans to take this project and the addition of the new road into Hillcrest to the Capital Improvements Authority in 2017.
6. **Comments:** None.
7. **Adjourn:** The meeting adjourned at 5:30 pm. The next meeting is scheduled for Wednesday, February 3, 2016 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
March 2, 2016 – 5:00 pm**

Present: Scott Buckman, and Lynette Manley.

Absent: Bob Carlton, Linda Shumate, James Weyrauch, and Sharon Powell, Councilwoman.

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

2. **Minutes of Meeting – January 6, 2016:** minutes could not be approved, quorum of board members not present.
3. **Budget Spreadsheets – September, October, November 2015:** budget spreadsheets for December 2015 and January 2016 could not be approved, quorum of board members not present.
4. **Old Business:**
 - Wreaths across America:** David Haugland, City Manager informed that the group recently removed all wreaths they had placed.
 - Purchase of Crop Land:** David Haugland brought forth a discussion item, and will bring it back to board members when there is a quorum; the Parks and Recreation Department would like to purchase 5 acres of the cemeteries crop land located next to Hillcrest Cemetery, for a project conducted by the Boy Scouts. The land is currently in a crop lease. Details of the project will be discussed at an upcoming meeting.
5. **New Business:**
 - Prepare for Cemetery Cleanup Week:** David Haugland is preparing for Cemetery Cleanup Week around April 1, 2016.
6. **Comments:** None.
7. **Adjourn:** The meeting adjourned at 5:10 pm. The next meeting is scheduled for Wednesday, April 6, 2016 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
July 6, 2016 – 5:00 pm**

Present: Julie Long, Linda Shumate, and James Weyrauch.

Absent: Scott Buckman and Lynette Manley.

Also Present: Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, and Shannon Stroud, Cemetery Board Secretary.

2. **Minutes of Meeting – January 6, 2016, March 2, 2016, and April 6, 2016:** New member, Julie Long was introduced to board members. James Weyrauch motioned to approve the amended minutes of January 6, March 2, and April 6, 2016. Linda Shumate seconded. Motion approved.
3. **Budget Spreadsheets – April and May 2016:** Steve Marriott, Interim City Manager explained the financials. Linda Shumate motioned to approve the budget spreadsheets for April and May 2016. James Weyrauch seconded. Motion approved.
4. **Old Business:**
Crop Land: Can anything be done about the erosion at Hillcrest Cemetery, on the crop land across from the Vintage. Chad Birdsong will be contacted.
5. **New Business:**
Flags: flags were placed at the cemeteries this year by the VFW and looked good. Wreaths Across America did not follow through in picking up their wreaths this time but they are now gone.
6. **Comments:** None.
7. **Adjourn:** The meeting adjourned at 5:20 pm. The next meeting is scheduled for Wednesday, August 3, 2016 at 5:00 pm.

Shannon Stroud
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
September 7, 2016 – 5:00 pm**

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

Absent: Julie Long

Also Present: Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, and Jaime Blackburn, Cemetery Board Secretary.

2. **Minutes of Meeting – July 6, 2016:** Linda Shumate motioned to approve the minutes of July 6, 2016. Scott Buckman seconded. Motion approved.
3. **Budget Spreadsheets – June 2016:** Steve Marriott, Interim City Manager did not have the budget in his packet so the board will review them next month.
4. **Old Business:**

Crop Land: Scott Buckman asked if anything has been done with the erosion problem. Steve Marriott said that when the crops are out the city will have to amend the contract to move crops and plant grass for a buffer strip to stop the runoff.
5. **New Business:**

Scott Buckman asked about straightening the stones. He wondered if it was an ongoing thing and if there is a map of what stones have been done. Steve Marriott thought we would have to ask Moore Monument that question. Dave Haugland gave us their contact information and stated they usually straighten the stones in the fall season. Steve also mentioned we set a budget and tell Moore Monument what we want done. Scott Buckman mentioned at Crown Hill Cemetery up to the east side/north side along the road they have not been done. Lynette Manley had a couple of things to mention. The first thing was the mowing at the cemetery. The weeds were very tall around the gravestones and hadn't been weed-eaten for quite some time around the gravestones. She had to pull the weeds around her husband's gravestone on August 14, 2016. The actual grass was tall but around the gravestone was even taller. Steve Marriott asked Lynette which cemetery and she said Hillcrest. He believes it was mowed on August 17, 2016. Lynette also mentioned she has had several people complain to her about the weeds.

Sharon Powell stated we have had an unusually wet season. At the time you are talking about it had only been nine days since the last time it was mowed. Normally we mow every two weeks and then when it is wet they cannot mow due to clumping. Unfortunately, the weather has not worked with us this season in terms of a good mowing season this year. Richard has been ill and has also lost employees so the city has been helping him out with getting the mowing back on track.

Steve Marriott mentioned that we will be putting an RFP together for a 3-year contract starting next year.

Lynette also mentioned that she thought we were going to put information on the sign at the entrance to help people locate gravestones. When she was there, a couple from out of town asked for help locating a grave and she did not see any type of markers. She remembers talking about it about a year ago about putting up a directory of some sort.

Linda Shumate thought that was in the works but was not done yet.

Steve Marriott asked if Lynette called Roberta. Lynette did not have her number. We gave Lynette Roberta's information.

Linda Shumate said we need to ask Shannon Stroud if the number has ever been added to the sign or if there are markers ordered.

Scott Buckman said that there are areas that are bare and are not new graves. We need to add seed out there too. Steve Marriott will have to check with Public Works.

Linda Shumate wondered if the Cultural Guild was having their tour this year. No one had heard anything. Steve also thought the seeding bare spots should be added to the RFP for next season.

6. **Comments:** Linda Shumate appreciates Steve Marriott stepping in to help the cemetery board.
7. **Adjourn:** Scott Buckman motioned to adjourn. Lynette Manley seconded. Motion carried. The meeting adjourned at 5:22 pm. The next meeting is scheduled for Wednesday, October 5, 2016 at 5:00 pm.

Jaime Blackburn
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
October 5, 2016 – 5:00 pm**

Present: Lynette Manley, James Weyrauch, Julie Long, and Scott Buckman

Absent: Linda Shumate

Also Present: Brad Eales, Mayor, Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, and Jaime Blackburn, Cemetery Board Secretary.

2. **Minutes of Meeting – September 7, 2016:** Scott Buckman motioned to approve the minutes of September 7, 2016. Lynette Manley seconded. Motion approved.
3. **Budget Spreadsheets – June 2016 thru September 2016:** Steve Marriott, Interim City Manager went through each month's budget spreadsheet. James Weyrauch made a motion to approve budget spreadsheets. Scott Buckman seconded. Motion carried.
4. **Old Business:** Scott Buckman discussed the mowing problem at the cemeteries. There are also some areas with dead grass that need tended too. Scott suggested mowing once per week instead of every two weeks. Steve Marriott stated it comes down to cash. We do not really bring in much money to cover more mowing costs. Steve Marriott stated the city plans on doing an RFP for mowing next year.
Stone straightening: Moore Monument will be out mid-late October to straighten stones.
Cemetery Cleanup: Third week in October 17-21
Crop land: Crops are out and Steve Marriott will get with Chad Birdsong on fixing the erosion problem this fall.
Lynette Manley wanted to let the board know that there is not a phone number on the signs at the cemetery for people to call if they are having trouble finding a grave.
5. **New Business:** Steve Marriott said he has Public Works going out to add dirt in areas. Steve Marriott said the city has received an email complaint about the mausoleum. Email complaint stated the ladder was missing. Since the city has maintained the cemeteries there has never been a ladder. For insurance purposes we will not have a ladder there at all times but the individual has been told a ladder will be there for them any time they want to go to the mausoleum. The mausoleum is over 100 years old and is in need of repairs. We are looking into getting a cost on the repairs.
6. **Comments:** No comments.
7. **Adjourn:** Scott Buckman motioned to adjourn. Julie Long seconded. Motion carried. The meeting adjourned at 5:37 pm. The next meeting is scheduled for Wednesday, November 2, 2016 at 5:00 pm.

Jaime Blackburn
Cemetery Board Secretary

**Cemetery Board
Minutes of Regular Meeting
November 2, 2016 – 5:00 pm**

Present: Lynette Manley, James Weyrauch, Linda Shumate, Julie Long, and Scott Buckman

Absent: None.

Also Present: Brad Eales, Mayor, Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, and Jaime Blackburn, Cemetery Board Secretary.

1. **Minutes of Meeting – October 5, 2016:** James Weyrauch motioned to approve the minutes of October 5, 2016. Scott Buckman seconded. Motion approved.
2. **Budget Spreadsheets – September 2016:** Steve Marriott, Interim City Manager went through month's budget spreadsheet. Linda Shumate made a motion to approve September 2016 budget spreadsheet. James Weyrauch seconded. Motion carried.
3. **Old Business:**

Cropland by Hillcrest has been seeded and the area took away two acres where they did all the grading.

Scott Buckman asked about the straightening of the stones. Steve Marriott has not received a call from Moore Monument. They usually call before they go out and straighten stones. He will check into it.

Brent Bishop did some repairs at Crown Hill and made sure the roof on the mausoleum was draining properly. Steve Marriott mentioned STRATA, architectural firm will be out to do a scope of work for mausoleum.

Lynette Manley asked if anymore has been done with plot location. Steve Marriott has been emailing back in forth with Roberta. She as a spreadsheet and he has not for sure if her spreadsheet is just from when she took over or if it has older information.
4. **New Business:**

James Weyrauch thinks we need a database program.

Linda Shumate said there needs to be something people can look at find where to find the graves. James Weyrauch thinks this would be a great project for Eagle Scout program. They could map it out. Julie Long had a complaint on the roads at Hillcrest being too narrow for two vehicles and there was no way to get to her husband's grave the other day she went out.

Brad Eales stated there is no way to widen the roads. Linda Shumate stated we need two exits, there used to be more than one way in and out.

Brad Eales stated that MODOT made the city move the road.

Brad Eales wondered if we had a projection rate on how many lots have been sold. He cannot imagine there being any expansion in the next 20 years.
5. **Comments:**

Lynette Manley stated in Section B at Hillcrest there is a turn where people are driving off and dirt is washing out that corner. She wanted to know if some could take a look at it and maybe build it back up with dirt and/or possibly gravel.

Steve Marriott stated he will have Chad Birdsong with Public Works take a look at it.

Julie Long wanted to thank Public Works for work done at the field by Hillcrest.
6. **Adjourn:** Julie Long motioned to adjourn. James Weyrauch seconded. Motion carried. The meeting adjourned at 5:28 pm. The next meeting is scheduled for Wednesday, December 7, 2016 at 5:00 pm.

Jaime Blackburn, Cemetery Board Secretary