

**Cemetery Board**  
**Minutes of Regular Meeting**  
**March 1, 2017 – 5:00 pm**

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**Present:** Linda Shumate, Julie Long, and Scott Buckman

**Absent:** James Weyrauch and Lynette Manley

**Also Present:** Sharon Powell, Mayor Pro-Tem, Molly McGovern, City Manager, and Susan Conyers, Cemetery Board Secretary.

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1. **Roll Call:** Molly McGovern made mention there was no chairman to run the meetings. Julie Long motioned to make Linda Shumate the chairman. Scott Buckman seconded. Motion carried.
2. **Minutes of Meeting – February 1, 2017:** Scott Buckman motioned to approve the minutes of February 1, 2017. Julie Long seconded. Motion approved.
3. **Budget Spreadsheets – January 2017:** Molly McGovern went over the January balances and Budget Report. Scott Buckman motioned to approve the budget spreadsheets. Julie Long seconded. Motion carried.
4. **Prioritize Needs:** With questions about plot availability and sales, Sharon Powell discussed the need for the cemetery sexton to be present at the meetings to answer questions. Roberta Keeton would be the one to answer questions on activity. Molly McGovern will allow the board time to prioritize needs and priorities will be discussed at the next meeting.
5. **Signage-Rules&Cleanup:** Molly McGovern started the conversation of the signs and rules posted. The things that still look nice need to be left, while dead flowers or severely faded flowers need to be disposed of. Linda Shumate stated that there needs to be a notice in the paper to come get things you do not want taken. Sharon Powell discussed this as being a judgement call on what is “presentable” or passed its expiration. The website states this as being decided by the sexton. Sharon suggested the sexton go out before clean-up day to tag items that need to be removed. Julie Long noted that each person pays for their plot and should make the decision on what to put on it, but the rules are required for it not to get out of hand. Scott and Linda thought the website and paper would be the place to post a notice before the Cemetery Cleanup to allow plenty of time to come get the items they do not want disposed of. Cemetery Cleanup should include *“during this time all decorations will be disposed of, unless in a permanent vase. The sexton will determine if decorations meet qualifications, and decorations may remain until the sexton determines them unsightly.”* Sharon brought up the fact that there should be a limit to hooks and lights of 2 each per plot, and other decorations or accessories may be limited to the opinion of the sexton. Molly said the bottom of the sign should be changed to state *“Fall Cleanup will run during the 3<sup>rd</sup> full week of October. During this time, all items at grave sites will be disposed of except those that are placed in vases, saddles, or hooks.”* Molly said the wording on the website needs to be changed. Scott discussed that sometimes visitors are unable to locate their loved one’s grave. There needs to be a way for people to do this. Scott also asked if there was a timeframe to get the monument or marker up. This would depend on the weather and soil factors. Julie Long believes there needs to be a symbol for “NO WEAPONS” included on the sign. The sign states *NO FIREARMS ALLOWED EXCEPT FOR MILITARY FUNERALS*. Linda noticed the spring cleanup may fall on the weekend after Easter and needs to be moved a week ahead. Sharon suggested it state: *When the cleanup week falls immediately after a major holiday, it shall be moved to the week prior.*

6. **Old Business:** Molly still wants to find out how many lots are available and how many are sold each month. There should be a monthly report from the sexton given at the meetings and the records need to be accessible at City Hall. We need to look at the cemetery from more of a “business” aspect so a more informed decision can be made regarding spending. This may also help with prioritizing and making decisions.
7. **New Business:** Molly will be working on budgeting for the coming year. She will add the mausoleum to the request to Capital Improvements for the end of April. Linda asked if there was any news on the cremation garden, which seems to be more popular decision now. Sharon suggested that if there is space available in the mausoleum, there may be room for a cremation section. This is dependent on repairs. Scott has seen the safe-type vaults that lock into a concrete floor. Julie described the cremation vaults housed at the veteran memorial in Higginsville. They are small stacked drawers. Many can be contained in a small area.
8. **Adjourn:** Scott Buckman motioned to adjourn. Julie Long seconded. Motion carried. The meeting adjourned at 6:01 pm. The next meeting is scheduled for Wednesday, April 5, 2017 at 5:00 pm.

Susan Conyers, Cemetery Board Secretary

**Cemetery Board  
Minutes of Regular Meeting  
April 5, 2017 – 5:00 pm**

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

**Absent:** Molly McGovern

**Also Present:** Mayor Pro-Tem Sharon Powell, Cemetery Sexton Robert Keeton, and Cemetery Board Secretary Susan Conyers.

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1. **Minutes of Meeting – March 1, 2017:** Scott Buckman motioned to approve the minutes of March 1, 2017. Julie Long seconded. Motion approved.
2. **Budget Spreadsheets – February 2017:** Scott Buckman motioned to approve the budget spreadsheets as presented. Lynette Manley seconded. Motion carried.
3. **Roberta's Report:** Cemetery Sexton, Roberta Keeton asked the board what information she can provide them to keep them updated. She keeps a ledger of actions for each month that show the lots sold and if anyone was buried. It does not include questions she receives from citizens. She believes there are 800 or 900 spaces available at Crown Hill Cemetery and 2500 spaces available at the Hillcrest Cemetery. There was discussion about a spot for a possible cremation garden. There was much conversation on the rules and what should and should not be allowed or removed during clean up. Next was a discussion about Spring Clean Up and the dates posted in the paper. There was a suggestion that the sexton determine the cleanup rules and what decorative items should be discarded. Motions were made, but withdrawn when revisiting cleanup rules. It was discussed that the Spring Clean Up for this year be the week of April 24<sup>th</sup>, 2017 due to the need to post it in the paper for 2 weeks and Easter weekend. James Weyrauch made a motion to set the spring cleanup date for 2017 as the week of April 24<sup>th</sup>. Scott Buckman seconded. Motion passed.

Scott Buckman asked how the public is able to find the plots of their loved ones. Roberta explained that her phone number is not listed on the "Rules" board posted at the cemeteries, but it is listed on the website and they may contact her with questions. Mayor Pro-Tem Powell suggested the web address be posted on the signs at the cemeteries. There was discussion about Eagle Scouts or other high school students volunteering their help. Sharon also suggested the sexton report on what is physically going on at the cemeteries and not just report on the monetary transactions. The board discussed Roberta's need to be at every meeting and decided it would be a month by month decision. The sexton writes up an invoice for cemetery plots and maintenance, then sends the purchaser to the Hall of Waters to pay. The City will get a notice of the Spring Clean Up in the newspaper. Julie Long asked if this cleanup would be all or nothing. Roberta answered that it would not be the "all or nothing" clean up this time. Julie noted the need for flags to be disposed of properly. Linda Shumate reiterated that the City will post the Spring Cleanup in the newspaper as the week of April 24<sup>th</sup>, 2017. It was discussed that maybe clean up dates should be flexible depending on when holidays fall. Others thought it should be left as the third week of April and the third week of October. When a plot is sold, the sexton informs them of these dates.

4. **Prioritize Needs & Goal Setting:** The board decided to wait and discuss prioritizing when the City Manager was present.
5. **Old Business:** The board determined this was covered in the above discussions.

6. **New Business:** There is no new business at this time.
7. **Comments:** Julie Long asked about the Mausoleum. Sharon thought there were requests for qualifications out. Linda Shumate suggested meeting at one of the cemeteries for the June meeting.
8. **Adjourn:** Lynette Manley motioned to adjourn. Scott Buckman seconded. Motion carried. The meeting adjourned at 6:23 pm. The next meeting is scheduled for Wednesday, April 5, 2017 at 5:00 pm.

Susan Conyers, Cemetery Board Secretary

**Cemetery Board  
Minutes of Regular Meeting  
July 5, 2017 – 5:00 pm**

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

**Absent:** None.

**Also Present:** Mayor Pro-Tem Sharon Powell, City Manager Molly McGovern, and Cemetery Board Secretary Susan Conyers.

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1. **Minutes of Meeting – June 7, 2017:** James Weyrauch motioned to approve the minutes of June 7, 2017. Lynette Manley seconded. (Linda Shumate abstained.) Motion approved.
2. **Budget Spreadsheets – May 2017:** Molly McGovern briefed the board on the May Budget Spreadsheets. She also provided a simplified version of general expenses and answered questions about those. James Weyrauch motioned to approve the budget spreadsheets as presented. Scott Buckman seconded. Motion carried.
3. **Discussion-Cemetery Updates:** Molly McGovern briefed the board, and noted she would be getting updates from the cemetery sexton and report back to the board when the sexton is unable to attend meetings. Molly updated the board on the mausoleum. The Capital Improvements Authority approved finances for a study to be done on the mausoleum's condition. The study is scheduled for August. When a plot is sold, the cemetery sexton will suggest reputable monument companies to set the headstones. This will trouble shoot future problems with headstones, and hopefully eliminate the need and cost for the City to hire a monument company to straighten or reset them. The board discussed setting standards and rules that would be passed by council to address proper setting of stones. Training volunteers to clean headstones was also mentioned.
4. **Prioritize Needs & Goal Setting:** Molly McGovern provided the board with a list they can take home and prioritize. It will be discussed at the next meeting.
5. **Old Business:** None.
6. **New Business:** James Weyrauch may be moving. If so, he may be resigning from the Cemetery Board.
7. **Comments:** Julie Long discussed the need to prioritize at the next meeting. Molly suggested everyone take the list home and rank them.
8. **Adjourn:** James Weyrauch motioned to adjourn. Scott Buckman seconded. Motion carried. The meeting adjourned at 5:46 pm. The next meeting is scheduled for Wednesday, August 2, 2017 at 5:00 pm.

Susan Conyers, Cemetery Board Secretary