

## EXCELSIOR CEMETERY TRUST COMPANY

9-29-10 minutes

Attendees: Renee, Roberta, Lynette, Deb

### OLD BUSINESS

Began to identify which duties would be transferred from Roberta to newly elected treasurer Deb, but decided to leave things as they are until decision is made about going back under city.

Agreed that we need to document General manger duties. Renee stated we should all be trained as backups for GM.

Agreed we need contracts for mowing and farming services. Need to pull samples from internet.

Began review of farming financials from July 2009 – May 2010. Expenses identified \$255 chemicals & application by David Rhodus, \$355 fertilizer, \$708 seed and planting, \$379 trucking. Rec'd from Orrick Seed \$4700. Need to confirm that all transactions have been included.

Next meeting: ?

Respectfully submitted,  
Deb Claussen  
Secretary  
10-25-2010

EXCELSIOR SPRINGS CEMETERY BOARD  
Minutes of Meeting November 23, 2010, 6:30 pm

Attendance: Roberta Keeton, Rene Sisk, Lynette McDaniel, and  
Deb Claussen

Approve the Transfer of Cemetery Trust To the City of Excelsior Springs: the attached letter transferring the ownership of the Cemetery Company and all its assets was read and was unanimously approved. All 4 trustees signed the letter and Rene Sisk will deliver it to City Manager, David Haugland.

Old Business: Roberta Keeton reported that the road behind the mausoleum at Crown Hill has severe erosion and has become dangerous. Rene Sisk will ask the City if gravel can be brought in and to do some grading. Regarding cemetery business other than the required customer services Roberta Keeton provides; all will be put on hold until we receive direction from the City Manager of Excelsior Springs.

Deb Claussen  
Secretary

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
July 20, 2011

Meeting called to order by David Haugland, City Manager at 6:00 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, and Gail Brown. David Haugland, City Manager, Roberta Keeton, Contractor, Richard Ruff, Cemetery Maintenance, and Shannon Stroud, Secretary.

**Absent:** Board members Chrissy Craig and Ryan O'Dell, and Carolyn Schutte, Council Representative.

**Visitor's:** Jeanne Reed and Lance Lamb

**Item 1. Election of Chairperson**

A motion was made by Lynette McDaniel to appoint Rene Sisk as Chairperson of the Cemetery Board; Gail Brown seconded. Motion Approved.

**Item 2. Review of Policies and Procedures**

**Financials** – City Manager, David Haugland began the discussion. The Director of Administrative Services, Steve Marriott sent financial updates. All financial sheets were reviewed. Bank accounts and names for signatures on all accounts have been updated. A money market account is still in question and will be checked on.

**Rules and Regulations** – the City Attorney has revised the rules and regulations which every board member will receive a copy of and be asked to review and make revisions as needed. Once the new rules and regulations are established, it will be presented to the City Council. All board members will receive a copy of the City's Ordinance which will need updated as well.

**Website** – the City's website will be updated with all current cemetery information.

**Contractor** – the Contractor is Roberta Keeton. She is under contract for this year. She will continue meeting the families and selling the lots as she has in the past and will drop off checks to the Hall of Waters Building to Steve Marriott or David Haugland. The mailing address for cemetery business is 201 E. Broadway, Excelsior Springs, MO 64024.

**Crop Rent** – the Crop Rent on the property with David Rhodus will cease. David Rhodus will be notified.

**Value of Lots and Deeds** – the board needs to estimate the value of the lots in both cemeteries. Recording of Deeds, will that be done by the board or the families?

**Maintenance** – Richard Ruff maintains the cemeteries. He will send future invoices to the City. A contract should be created for Richard's work this year.

**Dumpsters** – the dumpsters at the cemetery are always full. People use them for their residential trash. To take care of the problem the City could post signs on the dumpsters,

place camera's in the area, or contact Allied Waste for pick-up of the dumpsters on a regular basis.

**Questions** – Roberta Keeton has been asked if families can dig their own grave and can they buy back lots. David Haugland will check into the answers.

**Item 3. Adjourn**

The meeting adjourned at 7:30 pm. The next meeting is Wednesday, August 3rd, at 6:00 pm in the Hall of Waters Building, Conference Room.

Shannon Stroud/Secretary

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
August 3, 2011

Meeting called to order by David Haugland, City Manager at 6:00 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Gail Brown, Chrissy Craig, and Ryan O'Dell. David Haugland, City Manager and Shannon Stroud, Secretary.

**Absent:** Carolyn Schutte, Council Representative.

**Visitor's:** None.

**Item 1. Approval of Minutes**

A motion was made by Gail Brown to approve the July 20, 2011 Cemetery Board Minutes; Lynette McDaniel seconded. Motion Approved.

**Item 2. Continued Review of Policies and Procedures**

City Manager, David Haugland began the discussion. He provided answers to some questions from last month's meeting: Crop Rent – will be on a cash basis and be bid out next year. Expenses will be shared with the City. Digging Own Graves – Lot owners may not dig their own graves, it's a liability issue. Deeds – from the date the City took over the cemeteries, the deeds will come to City Hall for the Mayor's signature. The deed will then be recorded by the City.

Tonight's meeting is to continue the review of the new Rules and Regulations for the Cemeteries. Once established, they will take a tour of the cemeteries and prioritize issues that need attention. The board will also create a contract for families that want to make payments for purchasing a lot. The board would like to review the newly established City Code; David Haugland will send that out. All fees for lot sizes, deeds, perpetual care, etc. will be reviewed. The City Manager will visit with the Funeral Home Director to obtain the current fees and determine who is being charged for those fees. Contractor for the Cemeteries is Roberta Keeton. She will be asked to attend the next meeting to answer the board's questions regarding pricing and other procedures that she has been doing in the past and to be notified of future plans. Chrissy Craig will check pricing of lots from surrounding cities. The City will take care of the dead tree in Crown Hill Cemetery.

**Item 3. Adjourn**

Chrissy Craig motioned to adjourn the meeting at 7:20 pm; Gail Brown seconded. Motion approved. The next meeting is Wednesday, August 17, 2011 at 6:00 pm in the Hall of Waters Building, Conference Room.

Shannon Stroud/Secretary

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
September 28, 2011

Meeting called to order by Chairman, Rene Sisk at 6:00 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Gail Brown, Ryan O'Dell, and Shannon Stroud, Secretary.

**Absent:** Chrissy Craig, David Haugland, and Carolyn Schutte.

**Visitor's:** None.

**Item 1. Approval of Minutes**

A motion was made by Gail Brown to approve the August 31, 2011 Cemetery Board Minutes; Ryan O'Dell seconded the motion. Motion Approved.

**Item 2. Discussion – Old Business**

**King Family** – Chairman, Rene Sisk visited the grave of complainant Jill King. The Foot Stone of the front grave is too close to her Mother's grave. Rene measured the King's grave and several other graves to see if all are the same. They are not exact in measurements. Rene also visited with the King family after visiting the cemetery to let the family know that moving the foot stone would require approval from the Walden family. The King family asked for the cost in getting it moved? The board does not have that answer but will check into it. Board members are considering making it mandatory to leave 1' on each side of the graves.

**Double Decker Burial** – board members question that Hillcrest Cemetery is too wet to allow the digging and want to ask the Public Works Department or the installer of the 911 Tower if this was an issue when doing other work at Hillcrest Cemetery.

**Value of Land** – Board members would like the City Manager or the attorney to give more detail for them to find out the value of the land at the cemeteries. Does this determination of value include the crop land?

**Item 3. Continued Review to Establish Policies and Procedures**

**Funeral Home Questions** – still left open from Nevin at Bross and Spidle Funeral Home. These questions have to be answered before the board can continue to establish Policies and Procedures. Nevin and/or Toby Polley will be invited to the next meeting to answer the board's questions. Chrissy Craig will be contacted regarding the bank information she was obtaining therefore, this issue will be tabled until next meeting.

**Item 4. Comments**

**Homecoming Parade Parking** - in the cemetery during the parade should not be permitted. The board asked Shannon Stroud to check with the appropriate department to suggest heavy duty barricades to block the drives during the parade.

**Monthly Expenditures Report** – the board is requesting monthly expenditure lists for August and September, 2011 from Steve Marriott.

**Item 5. Adjourn**

Gail Brown motioned to adjourn the meeting at 7:20 pm; Lynette McDaniel seconded. Motion approved. The next meeting will be held on a Tuesday so Board members, David Haugland, and Funeral Home Directors can attend.

Shannon Stroud/Secretary

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
October 11, 2011

Meeting called to order by Chairman, Rene Sisk at 6:00 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Chrissy Craig, Gail Brown, Ryan O'Dell, Ambrose Buckman, and Shannon Stroud, Secretary.

**Absent:** Lynette McDaniel and David Haugland.

**Visitor's:** Nevin Spidle, Owner of Bross & Spidle Funeral Home.

**Item 1. Approval of Minutes**

Approval of the September 28, 2011 Cemetery Board Minutes will be considered at the November 2, 2011 meeting.

**Item 2. Discussion – Bross & Spidle Funeral Home**

Questions were asked by board members of Nevin Spidle of Bross and Spidle Funeral Home.

**Size** – of a grave is 4' x 8' and board members want to leave a minimum of 1' from one grave to another.

**Creating Rules and Regulations** – keep them simple and have the same rules for both cemeteries. Nevin suggested using the words “outer burial container” for cremations.

**Moving a monument** – is not suggested and is at the families expense, cost would be approximately \$400.00.

**Memorial Day Operator** – have someone at each cemetery that day that knows what they are doing and can answer questions.

**Fees for opening and closing** – are higher on Saturdays, Sundays, and Holidays. A \$250.00 fee is charged and that fee is also charged for cremations.

**Non-payment** – if a family can't pay for a funeral then the Funeral Director will refer them to the officials of the Cemetery.

**Payments for lots** - it was suggested not to take payments for lots.

**Double Burial** – many cemeteries are doing the double burial and the water issue should not be a problem.

**Digging** – Nevin uses Matt Marrant and Toby Polley uses Vester Cates. Nevin suggested board members talk to Matt or Vester and to Kris at New Hope Cemetery or someone at Fairview Cemetery to answer any further questions that arise with digging.

**Markers** – there is an extra fee for a marker, \$300.00 is the recommended fee to be put in the rules and regulations. Wooden markers will cause problems and are not allowed.

**Questions for the Contractor and requests from the board** – board members would like to see all payments sent to the City of Excelsior Springs at 201 E. Broadway instead of

using the Post Office Box, this will allow families the chance to utilize paying by credit card. They also would like to designate one board member to go with Roberta to learn how to sell a lot as a backup for emergency situations. Are Roberta's records computerized? They also would like a copy of the burial permit so they know what is being signed for when a lot is sold.

**Item 3. Continued Review to Establish Policies and Procedures**

**Monthly Expenditures Report** – the board requests a monthly expenditure list from Steve Marriott, showing amounts for lot sales, totals of all income and expenses for the cemeteries and include numbers related to the contractors fees. Board members would like to move the account at Blue Ridge Bank and Trust to a local bank. Steve Marriott was invited to the next meeting.

**Item 4. Comments**

None.

**Item 5. Adjourn**

Chrissy Craig motioned to adjourn the meeting at 7:20 pm; Gail Brown seconded. Motion approved. The next meeting will be Wednesday, November 2, 2011 at 6:00 pm.

Shannon Stroud/Secretary

## Excelsior Springs Cemetery Board

### Minutes of Meeting

October 3, 2012

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

#### **Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Robert Carlton, Ryan O'Dell, Linda Shumate. Also present David Haugland, City Manager, Ambrose Buckman, Mayor, and Shannon Stroud, Secretary.

**Absent:** None.

**Visitor's:** None.

#### **Item 1. Approval of Minutes:**

A motion was made by Ryan O'Dell to approve the May 2, 2012 minutes; seconded by Lynette McDaniel. Motion approved with Bob Carlton abstained. A motion was made by Linda Shumate to approve the July 5, 2012 minutes; seconded by Lynette McDaniel. Motion approved with Ryan O'Dell abstained. A motion was made by Bob Carlton to approve the August 1, 2012 minutes; seconded by Ryan O'Dell. Motion approved with Linda Shumate abstained.

#### **Item 2. Approval of Budget Spreadsheet:**

Ryan O'Dell motioned to approve the September 2012 Budget Spreadsheet; Bob Carlton seconded. Motion approved.

#### **Item 3. Old Business:**

It was discussed to amend the Rules and Regulations to limit the number of solar lights at each gravesite. Bob Carlton motioned to amend the Rules and Regulations to limit the number of solar lights in Crown Hill and Hillcrest Cemeteries; Lynette McDaniel seconded. Motion approved. An update was given from David Haugland regarding the Cremation Garden. Board members want to push forward with 250 spaces in the garden. Moore Monument can work on headstones, beginning with Crown Hill, sometime after November 1, 2012 for 2 days at approximately \$500 a day. The fence row will also be cleaned out by the Parks and Recreation Department around this same time. Lynette McDaniel will work with Roberta Keeton to be trained as a backup for cemetery lot sales.

#### **Item 4. New Business:**

An extra entrance or exit needs added to Hillcrest Cemetery onto McCleary Road. David Haugland is working on the issue and anticipates it can happen in the Spring or Summer of next year. Board members would like to hold a Clean Up Day during the 4<sup>th</sup> week of October 2012. The public will be informed by newspaper and the City's website. In Hillcrest, another pad of concrete should be added to the entrance for trucks that enter in with the graves. A headstone has been removed on the Northeast side of Hillcrest.

#### **Item 5. Comments:**

None.

#### **Item 6. Adjourn:**

Bob Carlton motioned to adjourn at 6:07 pm; Ryan O'Dell seconded. Motion approved. The next meeting will be Wednesday, November 7, 2012 at 5:30 pm.

Shannon Stroud/Secretary

Excelsior Springs Cemetery Board  
Minutes of Meeting  
May 2, 2012

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

Item 1. Roll Call

Present: Board members Rene Sisk, Lynette McDaniel, Ryan O'Dell. Also present David Haugland, City Manager, Ambrose Buckman, Mayor and Shannon Stroud, Secretary.

Absent: Bob Carlton.

Visitor's: None.

Item 1. Approval of Minutes:

A motion was made by Ryan O'Dell to approve the April 42012 Cemetery Board Minutes; Lynette McDaniel seconded. Motion approved.

Item 2. Old Business:

Solar Lights – Bob Carlton expressed concerns to David Haugland about the number of solar lights placed at Hillcrest Cemetery. Are they hard to mow around and should a rule be put into place to control the usage.

Deeds – the purchaser will receive the deed. Deeds do not have to be recorded. A copy of each deed will be kept with the City's cemetery records.

Cremation Garden – \$1,600 is the price for the survey that needs to be done in order to lay out the cremation garden.

Flag Poles – trenching and electrical for the lighted flags will be complete before Memorial Day, \$8,000 is the approximate cost for both cemeteries.

Mausoleum Doors – Moore Monument was contacted to look at the doors needing repair. The broken window has a piece of glass over it until it can be repaired. The mausoleum will be cleaned, painted, flowers added at the entrance, and opened for Memorial Day.

Signs – proposals have been obtained.

Shed – previously, it was talked about to tear down the shed. After obtaining entry there's a gas tank under and inside the building making it difficult to tear down. The shed will be kept but the outhouse near it will be removed.

Rules and Regulations – go before the City Council on Monday, May 7, 2012. If approved the increases in fees will be in effect.

Mowing Contract – the contract is not complete. Richard Ruff currently mows and has agreed to continue his services at the current price until a contract becomes available.

Item 3. New Business:

New Board Member – the cemetery board has one opening.

Work Days – the board would like to implement 2 work days per year.

Item 4. Comments:

Mayor Buckman thanked David Haugland and staff for all the work they have put into both cemeteries.

Item 5. Adjourn:

Ryan O'Dell motioned to adjourn at 6:14 pm; Lynette McDaniel seconded. Motion approved. The next meeting will be Wednesday, June 6, 2012 at 5:30 pm.

Shannon Stroud/Secretary

Excelsior Springs Cemetery Board  
Minutes of Meeting  
July 5, 2012

Meeting called to order by Chairman, Rene Sisk at 5:00 pm.

Item 1. Roll Call

Present: Board members Rene Sisk, Lynette McDaniel, Robert Carlton, Linda Shumate (arrived at 5:16 pm). Also present David Haugland, City Manager, and Shannon Stroud, Secretary.

Absent: Ryan O'Dell.

Visitor's: None.

Item 1. Approval of Minutes:

A motion could not be made to approve the May 2, 2012 minutes. A quorum of members present from the May 2, 2012 meeting was not in attendance for approval.

Item 2. Approval of Budget Spreadsheet:

Robert Carlton motioned to approve the June 2012 Budget Spreadsheets; Lynette McDaniel seconded. Motion approved.

Item 3. Cremation Garden:

David Haugland began discussion of the Cremation Garden. A survey was completed on Crown Hill for the Cremation Garden. The board would like to start small and leave out the area in the back. Size of spaces and a columbarium were discussed. The board will set the price once additional detail is obtained. David Haugland will bring detailed information back to the board at a future meeting.

Item 4. Old Business:

The Mausoleum was cleaned, podium repainted, and flowers placed at the front entrance for Memorial Day. The shed will remain standing at Crown Hill. David Haugland obtained a name for repair of stained glass. The new signs are installed at the entrance of each cemetery. Signs for the inside of each cemetery will be the next project and a cemetery web page will be created.

Item 5. New Business:

The board will consider making rules for decorations at each cemetery. Bring ideas to future meetings to have rules in place by Labor Day. Other concerns voiced regarding Hillcrest Cemetery, is the close proximity of the headstones and only one access road into Hillcrest. This creates a hectic situation during the cemetery's busy times. Can another access road be put in at Hillcrest?

Item 6. Comments:

None.

Item 7. Adjourn:

Lynette McDaniel motioned to adjourn at 5:30 pm; Robert Carlton seconded. Motion approved. The next meeting will be Wednesday, August 1, 2012 at 5:30 pm.

Shannon Stroud/Secretary

Excelsior Springs Cemetery Board  
Minutes of Meeting  
August 1, 2012

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

Item 1. Roll Call

Present: Board members Rene Sisk, Lynette McDaniel, Robert Carlton, Ryan O'Dell. Also present David Haugland, City Manager, Ambrose Buckman, Mayor, and Shannon Stroud, Secretary.

Absent: Lynette McDaniel and Linda Shumate.

Visitor's: None.

Item 1. Approval of Minutes:

A motion could not be made to approve the May 2, 2012 and July 5, 2012 minutes. A quorum of members present from either meeting was not in attendance for approval.

Item 2. Approval of Budget Spreadsheet:

Robert Carlton motioned to approve the June 2012 Budget Spreadsheet; Ryan O'Dell seconded. Motion approved.

Item 3. Old Business:

David Haugland is working with Grever and Ward and Elberton Granite Associates on the revised original plan for the Cremation Garden at Crown Hill Cemetery. Details regarding cost were reviewed. A motion was made by Bob Carlton to approve the Cremation Garden with a cost not to exceed the City \$2,500; Ryan O'Dell seconded. Motion approved. David Haugland will contact the company in Chillicothe for repair of headstones and give an update at the next meeting. The contract with Richard Ruff for mowing of cemeteries is still binding but bids will be sent out this fall. The issue with too many solar lights was discussed again. Ryan O'Dell motioned to change the Rules and Regulations to only allow 2 solar lights per gravesite; his motion was retracted so the City can draft wording and bring it to the next meeting for a vote. The board revisited setting two clean up days per year for each cemetery.

Item 4. New Business:

A phone call came in from the Chamber of Commerce, someone is asking to get married on Halloween and have their wedding in one of the cemeteries. Board members disapprove. Roberta Keeton, Sexton, was asked when the fence row would be cleaned out at Crown Hill; Parks and Recreation has that slated for fall 2012. Other projects being reviewed are the trench in the road at Crown Hill and the need for an additional road and widening the turn in Hillcrest Cemetery.

Item 5. Comments:

None

Item 6. Adjourn:

Ryan O'Dell motioned to adjourn at 6:05 pm; Robert Carlton seconded. Motion approved. The next meeting will be Wednesday, September 5, 2012 at 5:30 pm.

Shannon Stroud/Secretary

## Excelsior Springs Cemetery Board

### Minutes of Meeting

October 3, 2012

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

#### **Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Robert Carlton, Ryan O'Dell, Linda Shumate. Also present David Haugland, City Manager, Ambrose Buckman, Mayor, and Shannon Stroud, Secretary.

**Absent:** None.

**Visitor's:** None.

#### **Item 1. Approval of Minutes:**

A motion was made by Ryan O'Dell to approve the May 2, 2012 minutes; seconded by Lynette McDaniel. Motion approved with Bob Carlton abstained. A motion was made by Linda Shumate to approve the July 5, 2012 minutes; seconded by Lynette McDaniel. Motion approved with Ryan O'Dell abstained. A motion was made by Bob Carlton to approve the August 1, 2012 minutes; seconded by Ryan O'Dell. Motion approved with Linda Shumate abstained.

#### **Item 2. Approval of Budget Spreadsheet:**

Ryan O'Dell motioned to approve the September 2012 Budget Spreadsheet; Bob Carlton seconded. Motion approved.

#### **Item 3. Old Business:**

It was discussed to amend the Rules and Regulations to limit the number of solar lights at each gravesite. Bob Carlton motioned to amend the Rules and Regulations to limit the number of solar lights in Crown Hill and Hillcrest Cemeteries; Lynette McDaniel seconded. Motion approved. An update was given from David Haugland regarding the Cremation Garden. Board members want to push forward with 250 spaces in the garden. Moore Monument can work on headstones, beginning with Crown Hill, sometime after November 1, 2012 for 2 days at approximately \$500 a day. The fence row will also be cleaned out by the Parks and Recreation Department around this same time. Lynette McDaniel will work with Roberta Keeton to be trained as a backup for cemetery lot sales.

#### **Item 4. New Business:**

An extra entrance or exit needs added to Hillcrest Cemetery onto McCleary Road. David Haugland is working on the issue and anticipates it can happen in the Spring or Summer of next year. Board members would like to hold a Clean Up Day during the 4<sup>th</sup> week of October 2012. The public will be informed by newspaper and the City's website. In Hillcrest, another pad of concrete should be added to the entrance for trucks that enter in with the graves. A headstone has been removed on the Northeast side of Hillcrest.

#### **Item 5. Comments:**

None.

#### **Item 6. Adjourn:**

Bob Carlton motioned to adjourn at 6:07 pm; Ryan O'Dell seconded. Motion approved. The next meeting will be Wednesday, November 7, 2012 at 5:30 pm.

Shannon Stroud/Secretary

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
January 9, 2013

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Linda Shumate. Also present David Haugland, City Manager, and Shannon Stroud, Secretary.

**Absent:** Robert Carlton, Ryan O'Dell, and Mayor Ambrose Buckman.

**Visitor's:** None.

**Item 1. Approval of Minutes:**

A motion was made by Linda Shumate to approve the October 3, 2012 minutes; seconded by Lynette McDaniel. Motion approved.

**Item 2. Approval of Budget Spreadsheet:**

Lynette McDaniel motioned to approve the October and November 2012 Budget Spreadsheets; Linda Shumate seconded. Motion approved.

**Item 3. Old Business:**

City Manager, David Haugland reported that the fence row in Crown Hill Cemetery has been cleaned out. Grever and Ward still working on a plan for the Cremation Garden which will include a Columbarium. An ad will run in the local newspaper to promote a clean-up day in April 2013. Work is being done to create a Cemetery page on the City's website. Lynette McDaniel will work with Roberta Keeton to be trained as a backup for cemetery lot sales. The new road at Hillcrest will not be looked into until Spring 2013.

**Item 4. New Business:**

None.

**Item 5. Comments:**

Board members asked for the October 2012 notes to be reviewed regarding the indication of a headstone that was removed. Shannon Stroud will review the tape.

**Item 6. Adjourn:**

The meeting adjourned at 5:55 pm. The next meeting will be Wednesday, February 6, 2013 at 5:30 pm.

Shannon Stroud/Secretary

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
February 6, 2013

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Linda Shumate, Ryan O'Dell, and Robert Carlton. Also present Mayor Ambrose Buckman, City Manager David Haugland, and Shannon Stroud, Secretary.

**Absent:** None.

**Visitor's:** None.

**Item 1. Approval of Minutes:**

A motion was made by Linda Shumate to approve the January 9, 2013 minutes; seconded by Lynette McDaniel. Motion approved.

**Item 2. Approval of Budget Spreadsheet:**

Bob Carlton motioned to approve the December 2012 Budget Spreadsheets; Linda Shumate seconded. Motion approved.

**Item 3. Old Business:**

City Manager, David Haugland received plans for the Crown Hill Cemetery Cremation Garden and Columbarium from Grever and Ward. All board members reviewed the plan and approved. The next step is to get with a surveyor to proceed and work with a group to hold fundraisers to pay for it. The roads in Crown Hill need to be paved; will need to see how to pay for it. City crews are still working on the mole problems. The headstones that have fallen will be worked on by Roger Moore who will come out in the spring. His work will cost approximately \$1,000. The board would like to have signage placed in both cemeteries; Polley Funeral Home has said they will assist in paying for some of the new signs.

**Item 4. New Business:**

**Back Up for Lot Sales** – Lynette McDaniel phoned Sexton, Roberta Keeton to observe the sale of lots so one of the board members would have knowledge of it. The board feels that this would be a good fit and an option to have in a case of a Keeton Family emergency. McDaniel was met with resistance from Keeton but the board would still like to pursue the task of having a board member as a backup. McDaniel will contact Keeton again.

**Record keeping** – Keeton will be invited to the next meeting so questions may be answered. Jeanie Reed previously volunteered to log old records; the board would like to contact and utilize her if she is still available.

**Headstone that was removed** – the headstone that was removed has been replaced.

**Item 5. Comments:**

None.

**Item 6. Adjourn:**

The meeting adjourned at 6:10 pm. The next meeting will be Wednesday, March 6, 2013 at 5:30 pm.

Shannon Stroud/Secretary

## Excelsior Springs Cemetery Board

### Minutes of Meeting

April 3, 2013

Meeting called to order by Chairman, Rene Sisk at 5:30 pm.

#### **Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Linda Shumate, Ryan O'Dell, and Robert Carlton. Also present Mayor Ambrose Buckman, City Manager David Haugland, and Shannon Stroud, Secretary.

**Absent:** None.

**Visitor's:** None.

#### **Item 1. Approval of Minutes:**

A motion was made by Bob Carlton to approve the February 6, 2013 minutes; seconded by Linda Shumate. Motion approved.

#### **Item 2. Approval of Budget Spreadsheet:**

Ryan O'Dell motioned to approve the February 2013 Budget Spreadsheet; Bob Carlton seconded. Motion approved.

#### **Item 3. Old Business:**

**Moore Monument** – City Manager, David Haugland reported that Roger Moore of Moore Monument has experienced excessive turnover that has set him back. He plans to be in Excelsior Springs the week after Memorial Day to work on fallen headstones in both cemeteries. Cost is \$1,000 per day for 2 days. If a day becomes available before that week, he will be in town sooner.

**Chemicals** – are ordered to spray and fertilize the cemeteries and the mole problem will be acted upon again this year.

**Spring Clean-up** – is set for the week of April 15 – 19, 2013 and has been posted on the City's website, ads will run in the Standard and the Town & Country, and emails will go out through the city's email system, Constant Contact. Hillcrest has several issues with extra solar lights, beer bottles, and things in the trees and all will be addressed during clean-up week. The Mausoleum will be cleaned and flower pots will be filled in preparation of Memorial Day.

**Record Keeping** – Roberta Keeton will be invited to the next meeting.

#### **Item 4. New Business:**

**Cemetery Trust Property** – David Haugland informed the board that the Community Center Steering Committee is looking at locations for a Community Center. One of properties considered is owned by the Cemetery Trust. A search will be conducted to locate easements on the property.

**Mowing** – Richard Ruff is not increasing his price for mowing so his services will be utilized for another year.

**Roads at Both Cemeteries:** the roads in both cemeteries are too narrow, particularly the corners. Chad Birdsong, Public Works Director is working on a price for the project.

#### **Item 5. Comments:**

None.

#### **Item 6. Adjourn:**

The meeting adjourned at 6:06 pm. The next meeting will be Wednesday, May 1, 2013 at 5:30 pm.

Shannon Stroud/Secretary



## Excelsior Springs Cemetery Board

### Minutes of Meeting

June 5, 2013

Meeting called to order by Lynette McDaniel at 5:00 pm.

#### **Item 1. Roll Call**

**Present:** Board members Lynette McDaniel, Linda Shumate, Ryan O'Dell, and Robert Carlton. Also present Mayor Ambrose Buckman, City Manager David Haugland, and Shannon Stroud, Secretary.

**Absent:** Rene Sisk.

**Visitors:** Roberta Keeton.

#### **Item 1. Approval of Minutes:**

A motion was made by Linda Shumate to approve the April 3, 2013 minutes; seconded by Bob Carlton. Motion approved.

#### **Item 2. Approval of Budget Spreadsheet:**

Bob Carlton motioned to approve the April 2013 Budget Spreadsheet; Ryan O'Dell seconded. Motion approved.

#### **Item 3. Old Business:**

**Monument Straightening** – City Manager, David Haugland reported that Moore Monument will be in town soon to straighten headstones. They have not been to Excelsior Springs yet due to heavy rains; his equipment would tear up the drive and the grounds. Patricia Rauley's family phoned in to complain about her stone at the corner of the drive in Crown Hill. It is being driven over and has sunken in. It will be put on the list for Moore Monument.

**Spring Clean-up** – some phone calls received from upset people about the clean-up. All calls were returned by Roberta Keeton and David Haugland. A Facebook page will be created and signage at both cemeteries will be put in place to inform people of the clean-up.

**Solar Lights** – Hillcrest has several issues with more than 2 solar lights on each grave; how are we going to police it. Roberta Keeton or a Board Member can pick up the extra lights if they see more than 2.

**Record Keeping** – Roberta Keeton and Lynette McDaniel will meet tomorrow so Lynette can be a backup person for lot sales. Roberta Keeton has all documents backed up and stored on a flash drive, off site. David Haugland will request cemetery maps from Nick Pappas to give to Roberta Keeton.

**Roads** – new roads in Crown Hill Cemetery are being requested by board members and residents. Chad Birdsong, Public Works Director is looking into the price, estimated at \$120,000 for Crown Hill, still working on estimate for Hillcrest.

#### **Item 4. New Business:**

None.

#### **Item 5. Comments:**

None.

#### **Item 6. Adjourn:**

The meeting adjourned at 5:35 pm. The next meeting is scheduled for Wednesday, July 3, 2013 at 5:30 pm, subject to change due to the 4<sup>th</sup> of July Holiday.

Shannon Stroud/Secretary



**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
September 4, 2013

Meeting called to order by Rene Sisk at 5:30 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, Linda Shumate, Ryan O'Dell, and Robert Carlton. Also present City Manager David Haugland, and Shannon Stroud, Secretary.

**Absent:** Mayor Ambrose Buckman.

**Visitors:** Bob Gerdes, Excelsior Springs Cultural Guild.

**Item 1. Presentation – Bob Gerdes, Excelsior Springs Cultural Guild:**

Bob Gerdes, President of the Excelsior Springs Cultural Guild approached board members with the idea of a "Cemetery Tour....A visit with the Past" on October 25 and 26, 2013 from 7:00 – 9:00 pm in Crown Hill Cemetery. The tour includes people stationed at 13 grave sites throughout the cemetery informing visitors of the history for those being featured in this year's tour. All families of the names on the tour will be contacted for approval. The money raised provides art students with scholarships to further their education in the Arts. A motion was made by Linda Shumate to approve the Cemetery Tour conducted by the Excelsior Springs Cultural Guild as presented; seconded by Lynette McDaniel. Motion approved.

**Item 2. Approval of Minutes:**

A motion was made by Linda Shumate to approve the June 5, 2013 minutes; seconded by Ryan O'Dell. Motion approved.

**Item 3. Approval of Budget Spreadsheet:**

Bob Carlton motioned to approve the July 2013 Budget Spreadsheet; Linda Shumate seconded. Motion approved.

**Item 4. Old Business:**

**Monument Straightening** – City Manager, David Haugland reported that Moore Monument is in town straightening headstones at Crown Hill Cemetery today. Forty headstones have been straightened and additional headstones will be straightened tomorrow.

**Fall Clean-up** – 4 x 8 aluminum signs are being created to place in the cemeteries to give the rules and detailed information regarding the fall and spring cleanup. The complete set of rules can be found on the City's website, this statement will be added to the signs.

**Roads in Crown Hill and Hillcrest** – the paving of roads in Crown Hill will be considered within upcoming Public Works projects and brought before the Capital Improvements Authority. An extra driveway is being considered for Hillcrest.

**Item 5. New Business:**

None.

**Item 6. Comments:**

None.

**Item 7. Adjourn:**

The meeting adjourned at 6:00 pm. The next meeting is Wednesday, October 2, 2013 at 5:30 pm.

Shannon Stroud/Secretary