



CITY OF ALVA

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March 14, 2018

The Cemetery Board met in the City Council Chambers at 8:02 am on March 14, 2018 for a regular meeting.

Those present were Member Len Reed, Member Arden Chaffee, and Member Lynda Martin.

Chairman Arden Chaffee brought the meeting to order. Roll was called and a quorum was determined.

Approval of minutes of the regular meeting held December 13, 2017. Thereupon it was motioned by Member Martin and seconded by Member Reed to approve the minutes of the regular meeting held December 13, 2017. The roll was called with the following results. Ayes: Martin, Reed, Chaffee. Nays: None. Absent: None. The motion was declared carried.

Financial Report. City Business Manager Dunham gave the financial report.

Cash & Investments: \$108,186

Expenses & Encumbrances: \$50,197

Revenues: \$47,725

Thereupon it was motioned by Member Reed and seconded by Member Martin to approve the financial report. The roll was called with the following results. Ayes: Reed, Martin, Chaffee. Nays: None. Absent: None. The motion was declared carried.

Chairman's Report. Chairman Chaffee reported Anita Striech, Rose Blunk and the Chair are still working to get the Cemetery added to the National Historical Registry. Mr. Chaffee informed the Board he has given paperwork to City Business Manager Dunham regarding the creation of a foundation to be created for the Alva Municipal Cemetery. Chairman Chaffee reported milling materials and work to widen Paulson Lane have been completed since the previous meeting.

Sexton's Report. Sexton Greve is out due to illness. No report was given.

Manager's Report. City Business Manager Dunham reported staff is currently working to prepare the FY 2018-2019 budget and held the Annual Budget Retreat on Saturday, March 3 which Chairman Chaffee attended.

Presentation by Craig A Jones regarding Navy Retired Veterans Plaques. Mr. Craig A Jones stated many of the military markers are in poor shape and he would like to see the markers replaced or repaired. Mr. Jones also reported the flag has not been flying at the cemetery.

Discussion and action, if any, arising from Craig A Jones presentation regarding Navy Retired Veterans Plaques. No action was taken.

Discussion and action a policy regulating memorial tree maintenance, removal and replacement. City Business Manager informed the Board after his research was completed previously it was determined by the Board once a Memorial Tree became established it is then City of Alva property. If it dies from some other reason than neglect, the Cemetery Board will determine if the Memorial tree should be replaced. Member Martin asked if a list of trees suitable for our Cemetery could be added. Staff will bring a written policy with a list of suitable trees to the next Board meeting. No action was taken.

Discussion and action on a garden triangle rehabilitation plan. Member Martin outlined a written plan to plant five red double knock out rose bushes, ten bags of Back to Nature compost and ten bags of Grade A Cedar Bark Mulch to the triangle garden. Member Martin informed the Board Mr. Tom Crenshaw has donated his time to plant the

garden, however Member Martin requested Mr. Crenshaw be paid his average rate which is one half of the cost. Mr. Crenshaw added a fifty foot soaker hose should also be used since the garden sat at an angle. This would keep water from pooling in the garden. Thereupon it was motioned by Member Reed and seconded by Member Martin move forward with the outlined plan provided by Member Martin. The roll was called with the following results. Ayes: Reed, Martin, Chaffee. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on the development of an electronic map of the Alva Cemetery. As Sexton Greve was not in attendance at the meeting. No action was taken.

Discussion and action on the development of a self-guided walking tour for the Alva Cemetery. Ms. Rose Blunk was unable to attend the meeting, however City Business Manager reported he did have a copy of the Cemetery Tour to provide to the Board Members. Member Reed stated he believed that tour should be expanded to include more items. City Business Manager Dunham will distribute current tour information to the Board prior to the next meeting. No action was taken.

Discussion and action on a policy for trading burial plots. Chairman Chaffee reported this action was due to Mr. Max Benningfield wanting to trade his current plots for the plots located in Block D, Lot 83 ½ and inquired if there was currently a policy that allow for trading plots with the City of Alva. City Business Manager Dunham reported there was no such policy. Mr. Dunham informed the Board currently trading was allowed between individuals. City Business Manager Dunham recommended that a policy be created that would allow staff to follow established guidelines and report back to the Board as trades are made. Thereupon it was motioned by Member Reed and seconded by Member Martin for staff to create a policy for trading burial plots and present it at the next Board meeting. The roll was called with the following results. Ayes: Reed, Martin, Chaffee. Nays: None. Absent: None.

Discussion and action on the sale of six burial plots located in Block D, Lot 83 ½. Member Martin stated the road that was previously there has been moved. City Business Manager Dunham reported that was not a reason these plots could not be sold. Thereupon it was motioned by Member Martin and seconded by Member Reed to approve the sale or trade of the six burial plots located in Block D, Lot 83 ½. The roll was called with the following results. Ayes: Martin, Reed, Chaffee. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on the reorganization of Cemetery Staffing. City Business Manager Dunham informed the Board the City of Alva currently contracts with BJCC to assist with mowing throughout the City. Mr. Dunham reported the upcoming contract will reduce the number of offenders utilized by the City of Alva. As a result of this change in contract the City will no longer be utilizing this manpower to mow at the Alva Municipal Cemetery and will need to look to hire seasonal help to maintain the Cemetery. Thereupon it was motioned by Member Reed and seconded by Member Martin to allow staff to hire a part time seasonal staff member. The roll was called with the following results. Ayes: Reed, Martin, Chaffee. Nays: None. Absent: None. The motion was declared carried.

Remarks and inquires by citizens. Mr. Tom Streich would like to see the Cemetery work to replace outdated and broken military markers and would like to see more being done to beautify the Cemetery. Mr. Streich inquired if additional work would be completed on Paulson Lane. City Business Manager Dunham informed the Board there was currently money in the budget for street repairs at the Cemetery and as the budget allow more work would be continued. Mr. Streich reported the new road had been broken while digging a grave. Mr. Streich also inquired if the trash was being picked up regularly as it seemed to always be full. Chairman Chaffee stated that if a 'Friends of the Cemetery' group could be created it could assist with the beautification of the Cemetery.

There being no further business, the meeting adjourned at 9:08 am.

Angelica Brady, Secretary of the Board