

Kelly Parker – Mayor  
Daniel Winters – Ward 1, Seat 1  
Connor artin – Ward 1, Seat 2  
Christopher Eckhardt – Ward 2, Seat 1  
Brandon Sherman – Ward 2, Seat 2



Bo Hannaford – Ward 3, Seat 1  
Mary Hamilton – Ward 3, Seat 2  
Brian Wallis – Ward 4, Seat 1  
Randy Stelling – Ward 4, Seat 2  
Joe Don Dunham – City Business Manager

The Cemetery Board met in the City Council Chambers at 8:00 am on December 12, 2018 for a regular meeting.

Those present were Arden Chaffee, Len Reed, Lynda Martin, Dr. James Bell, Jesse Kline. Absent: None.

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

#### Approval of minutes of

- a. Regular Meeting held September 12, 2018. Thereupon it was motioned by Board Member Reed and seconded by Board Member Martin to approve the minutes of the regular meeting held September 12, 2018. The roll was called with the following results. Ayes: Reed, Martin, Chaffee, Bell, Kline. Nays: None. Absent: None. The motion was declared carried.
- b. Special Meeting held September 25, 2018. Thereupon it was motioned by Board Member Reed and seconded by Board Member Martin to approve the minutes of the special meeting held September 25, 2018. The roll was called with the following results. Ayes: Reed, Martin, Kline, Bell, Chaffee. Nays: None. Absent: None. The motion was declared carried.
- c. Special Meeting held October 10, 2018. Thereupon it was motioned by Board Member Martin and seconded by Chairman Chaffee to approve the minutes of the special meeting held October 10, 2018. The roll was called with the following results. Ayes: Martin, Chaffee, Bell, Kline, Reed. Nays: None. Absent: None. The motion was declared carried.

#### Reports

- a. Finance Report. City Business Manager Dunham reviewed cash and investment for the Cemetery Board. Mr. Dunham outlined the Revenue and Expenditures and discussed the encumbrances and payments made over the last quarter. Thereupon it was motioned by Board Member Reed and seconded by Board Member Martin to accept the finance report as presented. The roll was called with the following results. Ayes: Reed, Martin, Bell, Kline, Chaffee. Nays: None. Absent: None. The motion was declared carried.
- b. Chairman's Report. Chairman Chaffee announced the new Board Members and welcomed them to the group.
- c. Sexton's Report. Sexton Greve reported the last couple weeks have been busier and is expecting to see business pick up over the next several weeks. Mr. Greve is working to construct a gate for the North entrance to the Cemetery to discourage citizens from tearing up the grounds in this area. Mr. Greve is also looking at the cost of a gate from the front entrances to the Cemetery.
- d. City Business Manager's Report. City Business Manager Dunham wanted to address some questions that were presented at a previous meeting. Mr. Dunham reported the cost of part-time help for the past mowing season was approximately \$1,600. The part-time assistance was utilized as well as the City Mowing Crew. Mr. Dunham anticipated the same resources would be utilized for the next mowing season. Board Member Reed inquired the number of hours worked by the part-time assistant. Sexton Greve reported 40 hours per week from mid-June to the beginning of August and then half days after August 1. Board Member Reed inquired if two individuals could be budgeted for next year. City Business Manager Dunham reported at this time the Cemetery to not generate enough revenue to cover the expenses. These short falls must be covered by the General Fund. At this time two seasonal employees would be funded. Mr. Tom Streich inquired how many hours it took to mow and trim the Cemetery with the assistance of the City Mowing Crew. Sexton Greve reported this generally took 2-3 days to complete. Mr. Dunham informed the Board during the next mowing season staff would work to ensure blocks hosting funerals would be mowed prior to the funeral. Mr. Dunham also informed the Board, Sexton Greve has implanted a daily procedure to make a daily sweep through the Cemetery to address any down limbs, garbage or maintenance issues.

Discussion and action to elect a Chairman. Chairman Chaffee nominated Board Member Reed to be Chairman of the Board. The nomination was seconded by Board Member Martin. The roll was called with the following results. Ayes: Chaffee, Martin, Bell, Kline, Reed. Nays: None. Absent: None. The motion was declared carried.

Discussion and action to elect a Vice-Chairman. Board Member Martin nominated Board Member Chaffee, who declined the nomination. The motion died for lack of a second. Board Member Chaffee nominated Board Member Martin to be Vice-Chairman of the Board. The nomination was seconded by Board Member Kline. The roll was called with the following results. Ayes: Chaffee, Kline, Bell, Reed, Martin. Nays: None. Absent: None. The motion was declared carried.

Discussion and action to elect a Secretary. Chairman Reed inquired if the Secretary must be a Board Member. City Business Manager Dunham responded the Secretary did not have to be a Board Member. Board Member Martin nominated Angelica Brady to be Secretary of the Board. The nomination was seconded by Board Member Chaffee. The roll was called with the following results. Ayes: Martin, Chaffee, Kline, Reed, Bell. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on Curbing Policy. City Business Manager Dunham presented the policies from 1967 and 185 prohibiting curbing. Mr. Dunham explained the problems curbing creates while mowing and digging additional graves. Chairman Reed stated he would like to see curbing allowed with some limitations. Sexton Greve stated in the older part of the Cemetery the curbing must be removed when digging an additional grave due to the size of the plots. The newer area of the Cemetery the plots are larger and curbing would not always need to be removed. Board Member Kline inquired if the curbing was around individual plots or family lots. Sexton Greve stated curbing is generally around lots, however sometimes is around individual plots or down the middle of a family lot. Mr. Crenshaw stated he felt flat curbing should be allowed however it did have its drawbacks due to grass overgrowth. Mr. Crenshaw recommended if curbing is allowed it be set outside the plot in order to allow for digging of additional graves without removal. Thereupon it was motioned by Board Member Chaffee and seconded by Board Member Bell to have the item be brought back to the next meeting with specifications in materials, dimensions and possibly a recommendation from another cemetery policy. The roll was called with the following results. Ayes: Chaffee, Bell, Martin, Reed, Kline. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on plotting the West side of the Alva Municipal Cemetery. Sexton Greve reported there are another 6-7 blocks planned for the un-plotted area Northwest of Block 18. Chairman Reed inquired about the number of additional spaces this would create. Sexton Greve informed the Board this would not be determined until the land was surveyed. City Business Manager Dunham inquired if this should be included in the plans for the next budget year. The Board believes it should be. Thereupon it was motioned by Board Member Chaffee and seconded by Board Member Kline to move forward with plotting and take the necessary steps as required to plot the un-plotted area Northwest of Block 18. The roll was called with the following results. Ayes: Chaffee, Kline, Martin, Bell, Reed. Nays: None. Absent: None. The motion was declared carried.

Remarks and inquires by Board Members. Board Member Martin reported while researching information for a columbarium she spoke with each of the funeral home directors. One director stated there was a bigger need for road maintenance in the Cemetery. One director stated that they have only had one request for a columbarium, most cremations were either scattered or buried in a cemetery plot. During these discussions it was mentioned the tractor being used at our Cemetery was too large and a smaller tractor may result in less stones needing to be moved. Board Member Martin inquired if this had ever been discussed. City Business Manager Dunham stated it had not and he was not educated in this area to be able to discuss at this time.

Chairman Reed welcomed the new Board Members. Board Member Chaffee thanked the Board for allowing him to serve as Chairman.

Remarks and inquiries by Citizens. Mr. Tom Streich inquired about the gopher problem in Block 25. Sexton Greve reported he is working on the pellet gun to address the issue.

Mr. Tom Crenshaw reported several sinking graves where headstones were beginning to tip. Mr. Crenshaw also reported a water leak on the west side of the Cemetery.

Mr. Tom Streich inquired why the trash can had not been dumped in Block 25 and why the number of available trash cans had been reduced.

Thereupon it was motioned by Board Member Bell and seconded by Board Member Kline to adjourn the meeting. The roll was called with the following results. Ayes: Bell, Kline, Reed, Chaffee, Martin. Nays: None. Absent: None. The motion was declared carried.

The meeting adjourned at 8:55 am.

Angelica Brady, Secretary of the Board