



**Cemetery Board
Minutes**

**2nd Floor Conference Room
City Hall**

October 6, 2021
4:15p.m.

Call to Order:

The meeting was called to order by Mr. Hammel at 4:16 p.m.

Board members present:

DPS Director Jake Hammel, Carol Lackey, Richard Smith, Vicky Ladd

Board members absent:

John Barrett

Also present were:

City Clerk Katy Price, Cemetery Sexton Frank Engle

APPROVAL OF MINUTES

Motion by Lackey, seconded by Ladd to approve the May 5, 2021 cemetery minutes with the corrections of *Fran Engle* under Call to Order be changed to Frank Engle and *Sergeant Hephner* in public comment be changed to Chief Hephner.

By a voice vote, the motion passed unanimously.

PUBLIC COMMENT

None

OLD BUSINESS

Lakeview Expansion

Frank Engle, sexton, reported to the board that the leveling and grading has been completed in Sections 13 & 14 by using gravel road base. The stump removal has been completed as well, he mentioned that there were more like 200 stumps that needed removed instead of the initial estimated amount of 100. The cemetery needs a substantial amount of top soil and grass seed to

complete the area. Hammel mentioned the cost of top soil has increased tremendously and will need to be budgeted in the next budget cycle. Engineering services will be needed for the final layout design. The Public Services department have a rough preliminary blueprint.

Engle reported that there are 18 graves for multiples/singles and 5 single graves available throughout Lakeview left for purchase. He stated that there was on average about 35 full burials a year within both cemeteries.

Discussion ensued on the cemetery perpetual maintenance fund and the cost of maintaining both cemeteries annually. On average the cemeteries bring in \$50,000 year, and it costs \$110,000 to operate and maintain cemeteries every year. The City funds the difference.

Jake Hammel and Frank Engle reviewed the ribbon foundations being installed in the new expansions. Frank explained that the ribbons would keep organization and symmetry as new graves and headstones go in.

Smith asked about the military flags and where they would sit at with the ribbons. Engle mentioned that they would most likely drill a hole in ribbons to make it sturdy to sit in.

Engle reported there was minor damage done to the cemeteries with all the recent storms over the summer. One headstone was chipped a few places. Lackey asked about insurance in fixing headstones. Engle replied that the city doesn't have any financial authority over the headstones. The families would have that covered as personal property on their home owners insurance.

NEW BUSINESS

A. 2022 Meeting Dates

Jake Hammel reviewed the proposed 2022 meeting dates. (February 2, May 4, August 3, October 5, 2022) all meetings to start at 4:15 p.m.

Motion by Ladd, support by Smith to approve the 2022 meetings dates as presented.

All ayes. Motion carried unanimously.

B. Grave Marker Size Restriction

Jake Hammel reported that the request for large headstones; being over 48 inches, have become more and more regular. There have been concerns with amount of space the cemeteries currently have and how well the ground will hold when digging a grave with a large stone in place, along with properly securing the foundations. More foundation would need to be poured to secure them which leads to an increase in cost.

Board members discussed the dimensions on what they felt was acceptable and discussed securing proper foundations to hold such large stones.

Motion by Lackey, supported by Smith to set four feet high restrictions on grave markers and anything over four feet will need to come to board for approval.

By a voice vote, the motion passed unanimously.

Discussion ensued on updating the rules and regulations to include such information.

C. Updating Cemetery Entry Signs

Engle reported that the signs are old and showing age, the phone number originally on the signs were not correct and is not in service. The signs need updated.

Smith asked if the signs should include hours listed to eliminate some issues that may arise.

Engle will get proofs of the signs and present at next meeting.

ADJOURNMENT

Motion by Lackey, seconded by Ladd, to adjourn.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Katy Price, City Clerk