

CITY OF APPLE VALLEY
LEBANON CEMETERY ADVISORY COMMITTEE
January 19, 2016

Minutes of the regular meeting of the Lebanon Cemetery Advisory Committee of Apple Valley, Dakota County, Minnesota, held January 19, 2016, at 2:00 p.m. at Apple Valley Municipal Center.

PRESENT: Tim Anderson, Nancy Anderson, David Brueshoff, Tanya Grawe, Jay Hoekstra, Dave Kemp, Alan Kohls

ABSENT: None

City staff members present were: Public Works Director Matt Saam, Cemetery Supervisor Mike Glewwe, and Cemetery/Public Works Administrative Coordinator Cheryl Groves

1. CALL TO ORDER

The meeting was called to order at 2:09 p.m. by Chair Kohls.

2. APPROVAL OF AGENDA

MOTION: of N. Anderson, seconded by Kemp, approving the agenda for today's meeting as written. Motion passed unanimously.

3. AUDIENCE – 10 MINUTES TOTAL TIME LIMIT FOR ITEMS NOT ON THIS AGENDA

There was no one present to speak.

4. APPROVAL OF MINUTES – October 20, 2015

MOTION: of Hoekstra, seconded by Brueshoff, approving the minutes of the October 20, 2015, meeting with one correction, delete Tim Anderson from those present. Motion passed unanimously.

5. NEW/CONTINUED BUSINESS

A. Cemetery Advisory Committee Term Expirations

Terms of Tanya Grawe and Jay Hoekstra expire March 1, 2016. All expressed interested in serving another term.

B. Update Committee Member Addresses and Phone Numbers

C. Update Informed Consent and Release Form

D. Activity Report

MOTION: of Grawe seconded by Hoekstra, accepting the Activity Report for Fourth Quarter and 2015, and Lot Sales and Burials Since 2000, and the Quarter Activity Comparison as submitted. Motion passed unanimously.

E. Maintenance and Grounds

The extended fall provided time to finish trimming the trees, top dress settled graves, removal of unapproved memorials, and time to attend to monument/marker locating requests. Volunteers finished the last weeding pulling of the year, and a fall fertilizer and broadleaf herbicide was applied. Staff completed fall sweeping of the parking lot and streets. Winter arrived and crews began the plowing and salting of the parking lot and streets.

F. 2015 Cemetery Report

MOTION: by Kemp, seconded by T. Anderson, to accept the 2015 Cemetery Report and request staff to submit it to City Council. Motion passed unanimously.

G. 2016 Goals

MOTION: by T. Anderson, seconded by Hoekstra, to approve the 2016 Goals. Motion passed unanimously.

6. COMMUNICATIONS / UPDATES

Members reviewed Lebanon Cemetery article from the Winter 2016 City News.

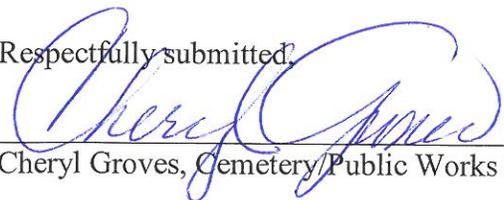
7. OTHER BUSINESS

8. ADJOURN

MOTION: of Kemp seconded by Brueshoff, to adjourn the meeting. Motion passed unanimously.

Meeting adjourned at 2:55 p.m.

Respectfully submitted,


Cheryl Groves, Cemetery/Public Works Coordinator

Approved by the Cemetery Advisory Committee on

April 19, 2016