

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

Minutes of the regular meeting of the Lebanon Cemetery Advisory Committee of Apple Valley, Dakota County, Minnesota, held April 19, 2015, at 2:00 p.m. at Apple Valley Municipal Center.

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

ABSENT: David Brueshoff

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

City Clerk Pamela Gackstetter administered the oaths of office to Tanya Grawe and Jay Hoekstra

1. CALL TO ORDER

The meeting was called to order at 2:10 p.m. by Chair Kohls.

2. APPROVAL OF AGENDA

MOTION: of Hoekstra, seconded by N. Anderson, 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 – January 19, 2016

MOTION: of Hoekstra, seconded by N. Anderson, approving the minutes of the January 19, 2016, meeting as written. Motion passed unanimously.

5. NEW/CONTINUED BUSINESS

A. Appointment of Cemetery Advisory Committee

Tanya Grawe and Jay Hoekstra were reappointed by City Council on February 25, 2016, to terms expiring March 1, 2019.

B. Election of Officers

MOTION: of Grawe, seconded by Hoekstra, opening the nomination for officers. Motion passed unanimously.

Chair Kohls asked for nominations for Chair. Committee Member Hoekstra nominated Alan Kohls for Chair. There were no other nominations.

Hearing no others, Chair Kohls asked for nominations for Secretary. Committee Member T. Anderson nominated David Brueshoff. There were no other nominations.

MOTION: of T. Anderson, seconded by Hoekstra, closing the nomination for election of officers. Motion passed unanimously.

MOTION: of Grawe, seconded by Hoekstra, appointing Kohls Chair and Brueshoff Secretary of the Lebanon Cemetery Advisory Committee for 2016. Motion passed unanimously.

C. Activity Report

MOTION: of N. Anderson, seconded by Hoekstra, accepting the Activity Report for First Quarter. Motion passed unanimously.

D. Maintenance and Grounds

Mr. Glewwe reported that maintenance activities include plowing and salting of the parking area and roadway; removal of unapproved memorials and dead flowers; preparation of the beds for flower planting; sweeping of parking lot and street; and top dressing of settled areas, seeding and applying straw mats. Staff also manage internments and monument/marker locating requests. The spring schedule includes irrigation start-up, spring fertilizer application and flower planting. The pathway on the south side of County Road 42 is scheduled to be extended from Pilot Knob Road to Dundee Avenue this construction season.

E. 2016 Budget Process

Mr. Saam presented information on the Capital Improvement Projects (CIP) for the cemetery. Another columbarium is planned to be purchased and place in 2016. Mr. Saam also shared information about the development taking place to the south and east of the cemetery, and the estimated timeline for construction of Embry Path.

6. COMMUNICATIONS / UPDATES

Members reviewed two Cemetery articles in the Fall 2016 City News.

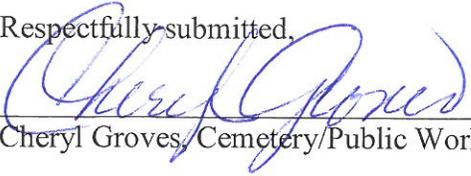
7. OTHER BUSINESS

8. ADJOURN

MOTION: of Hoekstra, seconded by N. Anderson, to adjourn the meeting. Motion passed unanimously.

Meeting adjourned at 2:54 p.m.

Respectfully submitted,



Cheryl Groves, Cemetery/Public Works Coordinator

Approved by the Cemetery Advisory Committee on

