

CITY OF APPLE VALLEY
LEBANON CEMETERY ADVISORY COMMITTEE
April 15, 2014

Minutes of the regular meeting of the Lebanon Cemetery Advisory Committee of Apple Valley, Dakota County, Minnesota, held April 15, 2014, at 2:00 p.m. at Apple Valley Municipal Center.

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

ABSENT: None

City staff members present were: Public Works Director Todd Blomstrom, Cemetery Supervisor Mike Glewwe, and Cemetery/Public Works Coordinator Jean Bryant.

City Clerk Pamela Gackstetter administered the oaths of office to Nancy Anderson, David Brueshoff, and Alan Kohls.

1. CALL TO ORDER

The meeting was called to order at 2:03 p.m. by Chair Kohls.

2. APPROVAL OF AGENDA

MOTION: of Hoekstra, 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 – January 21, 2014

MOTION: of Kemp, seconded by N. Anderson, approving the minutes of the January 21, 2014, meeting as written. Motion passed unanimously.

5. NEW/CONTINUED BUSINESS

A. Appointment of Cemetery Advisory Committee

Nancy Anderson, David Brueshoff, and Alan Kohls were reappointed by City Council on February 27, 2014, to terms expiring March 1, 2017.

B. Informed Consent and Release

Members reviewed their contact information that is available to the public. Informed Consent and Release forms were completed as needed.

C. Election of Officers

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

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

MOTION: of T. Anderson, seconded by Brueshoff, closing the nomination for Chair and appointing Alan Kohls as Chair of the Lebanon Cemetery Advisory Committee for 2014. Motion passed unanimously.

Committee Member Kemp nominated David Brueshoff for Secretary. There were no other nominations.

MOTION: of T. Anderson, seconded by N. Anderson, closing the nomination for Secretary and appointing David Brueshoff as Secretary of the Lebanon Cemetery Advisory Committee for 2014. Motion passed unanimously.

D. Activity Report

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

E. Maintenance and Grounds

Mr. Glewwe reported that maintenance has consisted mainly of plowing snow and removing snow from the columbaria feature. The initial cleanup from winter has been done. Upcoming work includes filling settling graves, sealing concrete, ordering and planting flowers, and a thorough cleanup for Memorial Day. The new radiant heater to thaw the ground worked well, making digging graves easier. This helps prevent the digging equipment from slipping and damaging sod and memorials.

F. Cemetery Tours

The regularly scheduled meeting on July 15 will be followed by a tour of the cemetery led by Chair Kohls if the weather permits.

G. 2015 Budget Process

Mr. Blomstrom presented the regular budget and Capital Improvement Projects for the Cemetery. Currently-proposed land development would extend housing to the south cemetery border and complete Embry Path to Co. Rd. 42. The proposed CIP for the cemetery includes a special assessment for Embry Path expansion, and grading of the cemetery site. Fencing of the cemetery would be completed in 2016.

6. COMMUNICATIONS / UPDATES

Members reviewed an article on the historical marker from the Spring 2014 City News.

7. OTHER BUSINESS

The Dakota County Labor Assembly and St. Paul Regional Labor Federation typically host a ceremony at the cemetery on April 28 for Workers Memorial Day. Information will be forwarded to members when it is received by staff.

The current mowing contract expires at the end of 2014. Staff will contact companies with cemetery mowing experience and include the estimated cost in the 2015 budget process.

Members expressed their gratitude for Ms. Bryant's work for the cemetery and wished her well in retirement.

8. ADJOURN

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

Meeting adjourned at 2:44 p.m.

Respectfully submitted,

Jean C. Bryant
Jean C. Bryant, Cemetery/Public Works Coordinator

Approved by the Cemetery Advisory Committee on July 15, 2014