

CITY OF APPLE VALLEY
LEBANON CEMETERY ADVISORY COMMITTEE
April 21, 2015

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, Tanya Grawe, Jay Hoekstra, Dave Kemp, Alan Kohls

ABSENT: David Brueshoff

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

City Clerk Pamela Gackstetter administered the oaths of office to Timothy Anderson and David Kemp.

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Chair Kohls.

2. APPROVAL OF AGENDA

MOTION: of Hoekstra, seconded by T. 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 20, 2015

MOTION: of Kemp, seconded by T. Anderson, approving the minutes of the January 20, 2015, meeting as written. Motion passed unanimously.

5. NEW/CONTINUED BUSINESS

A. Appointment of Cemetery Advisory Committee

Timothy Anderson and David Kemp were reappointed by City Council on February 26, 2015, to terms expiring March 1, 2018.

B. Informed Consent and Release

Members had no changes to the contact information that is available to the public. No Informed Consent and Release forms were completed.

C. Election of Officers

MOTION: of Hoekstra, seconded by N. Anderson, 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.

MOTION: of Hoekstra, seconded by Grawwe, closing the nomination for Chair and appointing Alan Kohls as Chair of the Lebanon Cemetery Advisory Committee for 2015. Motion passed unanimously.

Committee Member Kemp nominated Tanya Grawwe for Secretary. There were no other nominations.

MOTION: of Kemp, seconded by Hoekstra, closing the nomination for Secretary and appointing Tanya Grawwe as Secretary of the Lebanon Cemetery Advisory Committee for 2015. Motion passed unanimously.

D. Activity Report

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

E. Maintenance and Grounds

Mr. Glewwe reported that maintenance activities encompassed cutting back plants, preparing the ground for flower plantings, filling in settled areas, removing unapproved memorials and dead flowers. Routine maintenance is being done to the irrigation system in preparation for water turn on. The flags and ropes were also replaced. Staff continues to monitor the monument/marker installations, and follows up where corrections are needed.

F. 2016 Budget Process

Ms. Groves presented information on the Capital Improvement Projects (CIP) for the cemetery. Based on housing development east and south of the cemetery, Embry Path may be completed to Co. Rd. 42 in 2016. The proposed CIP for the cemetery includes a special assessment for the Embry Path expansion. Grading of the cemetery site and additional fencing would take place in subsequent years.

6. COMMUNICATIONS / UPDATES

Members reviewed an article on the columbaria from the Spring 2015 City News.

7. OTHER BUSINESS

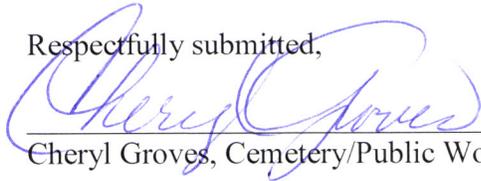
The Dakota County Labor Assembly and St. Paul Regional Labor Federation will host a ceremony at the cemetery on Tuesday, April 28 for Workers Memorial Day. Information was provided to members.

8. ADJOURN

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

Meeting adjourned at 2:22 p.m.

Respectfully submitted,



Cheryl Groves, Cemetery/Public Works Coordinator

Approved by the Cemetery Advisory Committee on

October 30, 2015