

**MINUTES OF LEBANON CEMETERY ADVISORY COMMITTEE MEETING**

**April 17, 2012 - 2:00 p.m.**

**Apple Valley Municipal Center**

**COMMITTEE MEMBERS PRESENT:** Nancy Anderson, Tim Anderson, Dave Kemp, Noel Hammill, Alan Kohls, Paula Moore

**COMMITTEE MEMBERS ABSENT:** David Brueshoff

**OTHERS PRESENT:** Public Works Director Todd Blomstrom  
Cemetery Supervisor Mike Glewwe  
Cemetery/Public Works Coordinator Jean Bryant

At 2:02 p.m. City Clerk Pamela Gackstetter arrived to administer the oaths of office to Dave Kemp and Tim Anderson.

The meeting was called to order at 2:04 p.m.

**APPROVAL OF AGENDA**

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

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

Attendees introduced themselves to get acquainted with new member.

**APPROVAL OF MINUTES – January 17, 2012**

MOTION: of Moore, seconded by N. Anderson, approving the minutes of the January 17, 2012, meeting, as written. Motion passed unanimously.

**NEW/CONTINUED BUSINESS**

**Activity Report**

Ms. Bryant reviewed the Lebanon Cemetery Activity Report for first quarter. There were 13 sales, 7 burials, no title changes, 4 transfers, and 6 returns to the cemetery.

**Maintenance and Grounds**

Mr. Glewwe reported that a cleanup of unapproved memorials was done the beginning of the month. With the early warm weather, the grass is in need of mowing and will be done today. Three cremation boulders were placed, trimming was done around the signs, and the lot was swept twice. Installation of irrigation will be done this spring.

**Appointment of Committee Members**

Chair Kohls welcomed new member Tim Anderson, and thanked Dave Kemp for serving another term.

### **Election of Officers**

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

Chair Kohls asked for nominations for Chair and Secretary. Committee Member Kemp nominated Alan Kohls for Chair, and Nancy Anderson for Secretary.

Hearing no others, Chair Kohls asked for a motion to close nominations.

MOTION: of Hammill, seconded by Kemp, closing the nomination for the election of officers and appointing Alan Kohls Chair and Nancy Anderson Secretary of the Lebanon Cemetery Advisory Committee for 2012. Motion passed unanimously.

### **Cemetery Records Online**

Mr. Blomstrom presented an overview of the current electronic data recordkeeping program. In the future, he would anticipate a map of the cemetery would be available online. This would assist visitors with locating a specific burial site.

At the previous meeting, the online program "Spatial Generations" was of interest to committee members. This web site was explored and discussed.

### **2012 Budget Items / Purchase Agreement**

Mr. Blomstrom reviewed the projects planned for Lebanon Cemetery in 2012. Irrigation is to be installed along the perimeter on the north and west sides, and at the main entrance. A number of trees will be planted, and the parking area is to be landscaped. The City is negotiating a purchase agreement for additional land to the east.

### **Changes to Regulations**

Committee members discussed possible changes needed. Staff will prepare a draft update for the July 17 meeting.

## **OTHER BUSINESS**

### **Miscellaneous**

Chair Kohls noted he anticipated the labor unions would be commemorating Workers Memorial Day at Lebanon Cemetery in the near future. He also mentioned that the Firefighters Relief Association is looking for ways to advertise purchase of memorial bricks, which funds maintenance of the Firefighters feature area. It was suggested that Ms. Bryant contact the Relief Association about an article in the next City newspaper.

Committee Member Moore left the meeting at 3:15 p.m.

Chair Kohls noted that included in the agenda packet is an article published in the Sun Newspapers on the anticipated expansion of the cemetery.

**Spring 2012 City News Article**

“Historic Lebanon Cemetery” was published in the Spring City News.

**ADJOURN**

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

Meeting adjourned at 3:16 p.m.

Respectfully submitted,

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Jean C. Bryant, Cemetery/Public Works Coordinator

Approved by the Cemetery Advisory Committee on \_\_\_\_\_