

**Excelsior Springs Cemetery Board**  
**Minutes of Meeting**  
July 20, 2011

Meeting called to order by David Haugland, City Manager at 6:00 pm.

**Item 1. Roll Call**

**Present:** Board members Rene Sisk, Lynette McDaniel, and Gail Brown. David Haugland, City Manager, Roberta Keeton, Contractor, Richard Ruff, Cemetery Maintenance, and Shannon Stroud, Secretary.

**Absent:** Board members Chrissy Craig and Ryan O'Dell, and Carolyn Schutte, Council Representative.

**Visitor's:** Jeanne Reed and Lance Lamb

**Item 1. Election of Chairperson**

A motion was made by Lynette McDaniel to appoint Rene Sisk as Chairperson of the Cemetery Board; Gail Brown seconded. Motion Approved.

**Item 2. Review of Policies and Procedures**

**Financials** – City Manager, David Haugland began the discussion. The Director of Administrative Services, Steve Marriott sent financial updates. All financial sheets were reviewed. Bank accounts and names for signatures on all accounts have been updated. A money market account is still in question and will be checked on.

**Rules and Regulations** – the City Attorney has revised the rules and regulations which every board member will receive a copy of and be asked to review and make revisions as needed. Once the new rules and regulations are established, it will be presented to the City Council. All board members will receive a copy of the City's Ordinance which will need updated as well.

**Website** – the City's website will be updated with all current cemetery information.

**Contractor** – the Contractor is Roberta Keeton. She is under contract for this year. She will continue meeting the families and selling the lots as she has in the past and will drop off checks to the Hall of Waters Building to Steve Marriott or David Haugland. The mailing address for cemetery business is 201 E. Broadway, Excelsior Springs, MO 64024.

**Crop Rent** – the Crop Rent on the property with David Rhodus will cease. David Rhodus will be notified.

**Value of Lots and Deeds** – the board needs to estimate the value of the lots in both cemeteries. Recording of Deeds, will that be done by the board or the families?

**Maintenance** – Richard Ruff maintains the cemeteries. He will send future invoices to the City. A contract should be created for Richard's work this year.

**Dumpsters** – the dumpsters at the cemetery are always full. People use them for their residential trash. To take care of the problem the City could post signs on the dumpsters,

place camera's in the area, or contact Allied Waste for pick-up of the dumpsters on a regular basis.

**Questions** – Roberta Keeton has been asked if families can dig their own grave and can they buy back lots. David Haugland will check into the answers.

**Item 3. Adjourn**

The meeting adjourned at 7:30 pm. The next meeting is Wednesday, August 3rd, at 6:00 pm in the Hall of Waters Building, Conference Room.

Shannon Stroud/Secretary