

MINUTES
CEMETERY ADVISORY BOARD
DOUGLASS ACTIVITY CENTER
April 21, 2022 - 4:00 P.M.

Present were the following members of the Cemetery Advisory Board: Ms. Melanie Nord, Chair, Mr. Eric Londeen, Mr. Mike Carlson, Mr. Pat Gormely, and Mr. Richard Akins.

Absent: Ms. Janet Dean, and Mr. Logan Robertson.

Employees Present: Mr. Mike Mohler, Cemetery Sexton, and Mr. Casey Smithson, Park Superintendent.

A. MINUTES

Ms. Nord called the meeting to order. It was moved by Mr. Londeen, seconded by Mr. Carlson, to approve the minutes of the regular meeting held on January 20, 2022. On vote, motion carried 4-0.

B. PUBLIC COMMENT

Mr. Mohler stated he did not receive any public comment prior to the meeting.

C. ELECTION OF OFFICERS

This meeting was the annual meeting for election of officers for the Cemetery Advisory Board. It was moved by Mr. Gormely, seconded by Mr. Carlson, to elect Ms. Melanie Nord as Chairperson. It was moved by Ms. Nord, seconded by Mr. Carlson, to elect Mr. Eric Londeen as Vice-Chairperson. On vote, motion carried 4-0.

Mr. Akins arrived after the voting of the minutes and the Election of Officers.

D. SEXTON'S REPORT

Mr. Mohler shared that revenue for the current year were as follows: Sunrise Cemetery \$26,000 to include sales and burials; Sunset Cemetery \$1,850 to include sales and burials. Mr. Mohler provided an annual report for January – March 2022 burials.

Mr. Mohler commented there were a few erosion problems occurring in Sunset Cemetery. Both cemeteries have been mowed twice already this year. There were over 120 graves seeded this Spring and there will be over 300 graves to seed in the Fall.

Mr. Smithson gave an update on the Cemeteries. He shared City Staff has been asked to continue to make savings in the Parks and Recreation Department as budgets are tight. Cemetery Staff has added 0 seasonal employees for the 3rd consecutive year. The Parks Division is limited on seasonals as a whole as well as some full-time staff.

Mr. Smithson shared he and Mr. Mohler figured up how many hours each Cemetery service takes and calculated it to be about 19 hours per service with a 4-man crew. The Cemetery will be cutting back on some of its services to the public but will continue to maintain the cemeteries, document who is buried where, and provide the opening and closing of a service. Mr. Mohler shared the vault company would do everything else for a service except the opening and closing. Cemetery Staff is short on manpower and are subsidizing individual burials. The Cemetery will no longer be providing a tent, green, or chairs for a service, the public will need to go through the funeral home if they want those services for an additional cost. Cemetery Staff will no longer lead the services either. The cost of a service will remain the same, those prices will not change with the reduction of services offered. Mr. Smithson shared July 1st is the first date that these changes will take effect.

Mr. Smithson shared a few Kansas Open Meetings Act (KOMA) rules with the Board. He stated the Cemetery as a whole is a 7-member Board, so the quorum should be 4 as it needs to be a majority. Right now, the Cemetery by-laws state the quorum is 3. This by-law could change in the near future and will keep Board members up to date. Currently, the Cemetery Board has 7 appointed members, however, Board member Logan Robertson emailed Parks and Rec stating that he will no longer be able to serve on the Board. His position will be added to the list of positions for the Mayor to fill. Mr. Smithson also shared that if a Board member wants to add an item onto the agenda, that member would need to make a motion to add it and it would go onto the next meeting's agenda. The Board asked if an agenda item could be added by taking a vote through email as this Board only meets quarterly and it could be up to 6 months before an agenda item is discussed. Mr. Smithson or Mr. Mohler will look further into this to see if it's possible and will update the Board with more information.

E. OLD BUSINESS

Mr. Londeen provided a proposal to the Board about an issue that was discussed at the last meeting regarding the Cemeteries being closed for 4 consecutive days in a row. Mr. Smithson and Mr. Mohler shared the current ordinance for the City with the Board. If a holiday falls on a Saturday, the Cemetery will be closed. The reason for this issue is it depends on what day of the week the holiday falls on, and if City Administration grants additional days off. Discussion and questions between Board members occurred. A potential solution is to table this item for now until the Board is able to discuss Cemetery fees and take both Cemetery Fees and a 4-day closure ordinance to City Commission at the same time.

It was moved by Mr. Londeen, seconded by Mr. Carlson, to keep this item on the agenda under Old Business until the July meeting. On vote, motion carried 5-0.

F. NEW BUSINESS

None.

Meeting Adjourned.