



**Cemetery Preservation Commission
Special Call Meeting Agenda
August 31, 2023 4:00 PM
City Hall Training Room**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
- 3. Financial Report**
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
- 6. New Business**
 - A. Section III Survey and Long-Term Plan
 - B. Approval to co-sponsor the Daughters of the American Revolution's Wreaths Across America event.
- 7. Staff Comment**
- 8. Adjourn**



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: August 31, 2023
TITLE: Section III Survey and Long-Term Plan

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Section III Resurvey and Cemetery Projects

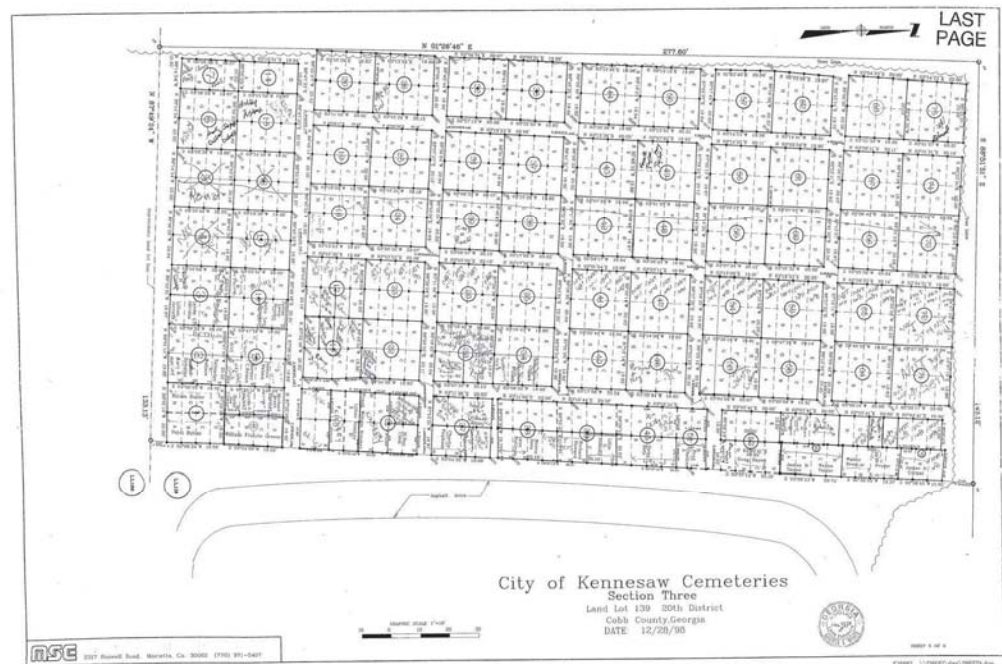


Section III Surveying



Sale of Lots

- Section 30-1 states, in part, “The city clerk shall be authorized to take applications for cemetery lots according to the master plan drawn by the city engineer.”
- Mayes, Sudderth, & Etheridge, the City’s engineers at the time, created the master plan in 1998.
- Each corner for every 20’ x 20’ plot was surveyed by Ruhling & Ruhling Land Surveyors.



Future Sale of Lots



- Provide a legal description for each lot
 - Best practice for cemetery sales or any transaction of land
- The legal description will be given to owner at time of purchase
 - Any legal descriptions for lots purchased (but unoccupied) prior will be filed and efforts will be made to contact owners via phone to determine best way to send/receive the description.



Centerline Surveying and Land

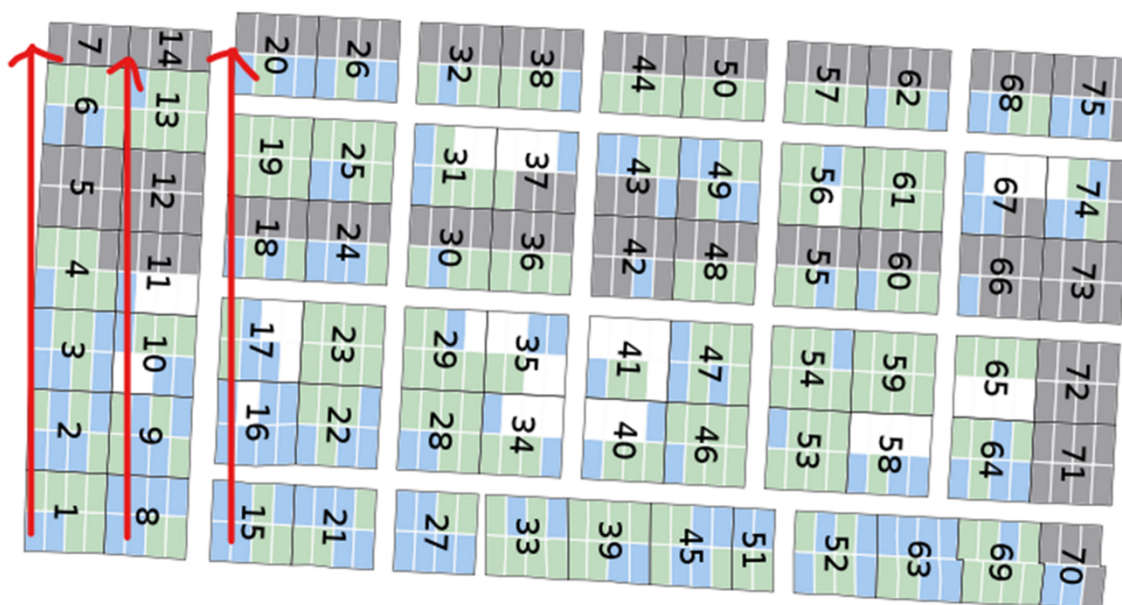
- Will provide legal descriptions of all available, “for sale” lots
- 43 lots for sale (currently), indicated in white.





Centerline Surveying and Land

- Will provide legal descriptions of all sold, but unoccupied lots
- 241 lots for sold, but unoccupied, indicated in green.



Gravel Road

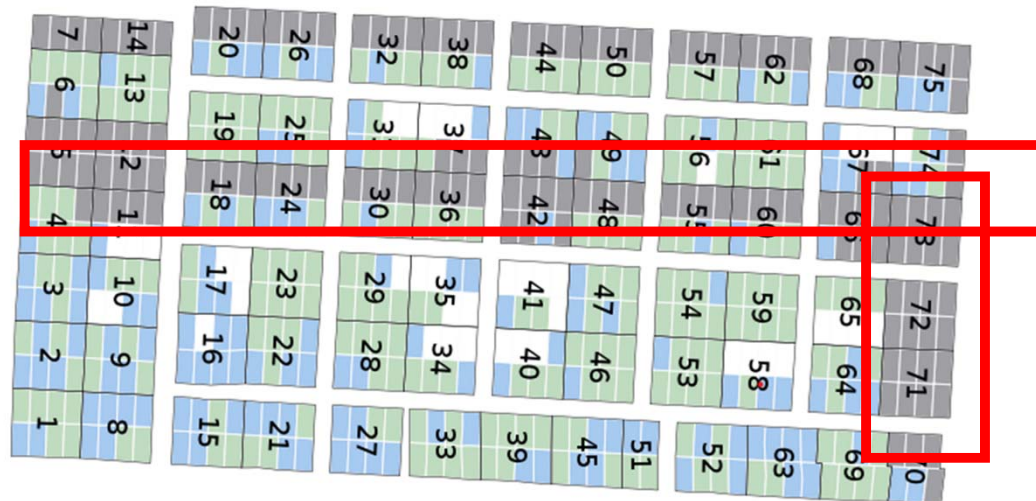


- October 2003 – Cemetery Preservation Commission approved the addition of a pressure run rock access road in Section III.
 - Unsold lots were removed to accommodate creation of road
- May 2023 - Staff determined pins for graves along the left side of access road encroached by approximately one foot.
 - Some burials were set back and are causing a spacing issue along the tree line.
- October 2023 - Staff determined it is in the best interest to close the access road.



Option 1 : Reseed/ Reclaim Lots

- Reseed all lots removed by gravel road, and sell them
- Based on Public Work's knowledge and expertise, it will cost approximately \$4,000 to purchase sod.





Cost of Centerline Work + Sod

- \$13,080 for the entire project, which works out to \$30 per lot.
- The project will be done in phases and invoicing will be based on the number of lots for each phase.
- With the cost of sod, the total of this project will be approximately \$17,100.
- With the addition of the 93 lots, the Cemetery Trust Fund will have a return of a minimum of \$93,000.

Option 2: Close Gravel Road



- Close off the road at either side of Section III and only allow funeral homes to utilize.
- The cost of the legal descriptions would then be \$10,290.

Other Necessities



- Amend lot prices
- Initiate process to make the streets one-way



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FROM:

DATE: August 31, 2023

TITLE: Approval to co-sponsor the Daughters of the American Revolution's Wreaths Across America event.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None