

FOX HALL/CEMETERY MEETING
5 p.m., Monday, Jan. 30, 2023
City Hall

1. Approve the minutes of the special meeting, Nov. 28, 2022
2. Fox Hall financial update – Mis Brummel
3. Report on Fox Hall rentals
 - October – 11
 - November – 13
 - December – 12 + Santa
 - January – 10
 - *February – 14
 - *March – 14
 - *April – 10
 - * the yoga instructor has again booked Mondays for the entire year starting in February
4. Scheduled visitors
 - A. Mary Knecht – discussion of trees or fence between cemetery and commercial areas to the west
5. New Business
 - A. Discussion of floor scrubber for Fox Hall
 - B. Comments from Fox Hall renters
 - C. Cemetery update
 - D. Discussion of repair of cemetery monument
 - E. Discussion of fireproof cabinet for cemetery records
 - F. May meeting date – consideration to move meeting to Monday, May 22 or Tuesday, May 30 in observance of the Monday, May 29 holiday
 - Other 2023 meeting dates – Monday, July 31 and Monday, Oct. 30
6. Old business
 - A. Discussion of display case
7. Adjourn

Next scheduled meeting is in May.

Fox Hall/Cemetery Board Special Meeting Minutes
November 28, 2022
5pm

Those in attendance included board members: Dennis DeShazer, George Karnaze, Mis Brummel and Debbie Landau
City Staff: Jean Carder and Nathan Law
City Council: Steve Town
Mayor Donna Cook

George Karnaze moved, and Mis Brummel seconded, to approve the minutes from the October 24, 2022 regular meeting. Motion carried 3-0 with Dennis DeShazer abstaining.

New Business: None

Old Business:

Discussion continued regarding the request by Bessie Stevens to allow her family to rent Fox Hall at a reduced rate. Members of her family are relatives of Mr. Fox. No reduced rates are being given to any renters now, except for Monday and Tuesday rentals. Discussion included prior grandfathered groups that were given a reduced rate. These groups are no longer renting Fox Hall. **If these groups return to rent Fox Hall in the future, they will not be given a discounted rate.**

Mis Brummel made a motion that the rental rate for Fox Hall be the same for all renters with no exceptions made for special groups. Debbie Landau seconded, and the motion passed 3-1 with George Karnaze casting a no vote.

Discussion occurred on annual rentals. This might include families who rent the building at the same time during the holiday season for family gatherings. The board agreed there would be no time limit to rent in advance; families who have annual rentals can request at any time and the family would have first right of refusal if another renter wanted to rent the same day.

At 5:58pm, Debbie Landau made a motion to adjourn the meeting. Mis Brummel seconded, and motion passed 4-0.

Next regular meeting is January 30, 2023

Submitted by Debbie Landau

TRIAL BALANCE
CALENDAR 10/2022, FISCAL 10/2022

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL
041-000-1007	CHECKING - FOX HALL	366.90	7,607.97
041-000-1008	SAVINGS - FOX HALL	5.16	34,129.45
041-002-2115	CUSTOMER DEPOSITS	250.00	1,450.00-
041-002-2900	FUND BALANCE		38,269.97-
		=====	=====
	DIFFERENCE	622.06	2,017.45
		=====	=====
041-100-3583	RENTAL	750.00-	10,051.00-
041-100-3611	INTEREST ON FUNDS	5.16-	84.51-
041-100-3650	DONATIONS		3,649.00-
041-100-3805	REIMBURSEMENT	100.00-	260.00-
041-101-5414	GENERAL REPAIRS		4,725.74
041-101-5418	BUILDING REPAIRS		72.00
041-101-5428	BUILDING MAINTENANCE		410.00
041-101-6001	UTILITIES	85.75	1,803.79
041-101-6002	ELECTRICITY	147.35	1,713.91
041-101-6901	MISC EXPENSE		3,301.62
		=====	=====
	DIFFERENCE	622.06-	2,017.45-
		=====	=====
		=====	=====
	PROOF	=====	=====

TRIAL BALANCE
CALENDAR 11/2022, FISCAL 11/2022

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL
041-000-1007	CHECKING - FOX HALL	172.37	7,780.34
041-000-1008	SAVINGS - FOX HALL	9.07	34,138.52
041-002-2115	CUSTOMER DEPOSITS	125.00	1,325.00-
041-002-2900	FUND BALANCE		38,269.97-
		=====	=====
	DIFFERENCE	306.44	2,323.89
		=====	=====
041-100-3583	RENTAL	375.00-	10,426.00-
041-100-3611	INTEREST ON FUNDS	9.07-	93.58-
041-100-3650	DONATIONS		3,649.00-
041-100-3805	REIMBURSEMENT	100.00-	360.00-
041-101-5414	GENERAL REPAIRS		4,725.74
041-101-5418	BUILDING REPAIRS		72.00
041-101-5428	BUILDING MAINTENANCE		410.00
041-101-6001	UTILITIES	90.03	1,893.82
041-101-6002	ELECTRICITY	87.60	1,801.51
041-101-6901	MISC EXPENSE		3,301.62
		=====	=====
	DIFFERENCE	306.44-	2,323.89-
		=====	=====
		=====	=====
	PROOF	=====	=====

TRIAL BALANCE
CALENDAR 12/2022, FISCAL 12/2022

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL
041-000-1007	CHECKING - FOX HALL	117.71	7,898.05
041-000-1008	SAVINGS - FOX HALL	6.71	34,145.23
041-002-2115	CUSTOMER DEPOSITS	525.00	800.00-
041-002-2210	VOUCHERS PAYABLE	100.00-	100.00-
041-002-2900	FUND BALANCE	2,873.31-	41,143.28-
		=====	=====
	DIFFERENCE	2,323.89-	
		=====	=====
041-100-3583	RENTAL	855.00-	11,281.00-
041-100-3611	INTEREST ON FUNDS	6.71-	100.29-
041-100-3650	DONATIONS		3,649.00-
041-100-3805	REIMBURSEMENT		360.00-
041-101-5414	GENERAL REPAIRS		4,725.74
041-101-5418	BUILDING REPAIRS		72.00
041-101-5428	BUILDING MAINTENANCE	84.00	494.00
041-101-6001	UTILITIES	127.06	2,020.88
041-101-6002	ELECTRICITY	101.23	1,902.74
041-101-6901	MISC EXPENSE		3,301.62
041-999-9999	PROFIT HANDLER	2,873.31	2,873.31
		=====	=====
	DIFFERENCE	2,323.89	
		=====	=====
		=====	=====
	PROOF	=====	=====



To: City Council
From: City Staff
Date: Jan. 27, 2023
Re: floor scrubber

At the request of the Fox Hall Board, staff has secured bids on a floor scrubber from a vendor who has supplied the City with cleaning equipment and supplies for a number of years.

All bids are for a Tornado brand scrubber with three different machine levels.

	<u>List Price</u>	<u>Our Price</u>
20" pad driven	\$7,560	\$5,600
20" brush assist	\$9,145	\$6,700
20" traction drive	\$9,165	\$6,800

A brief description of the overall scrubber: *The Tornado Compact Scrubbers are built for easy operation and maintenance and to reduce cleaning and labor costs in an affordable package. Available in brush assist and traction drive, these 20" models have no trouble fitting through standard-size doorways and efficiently clean and dry small, congested areas in just one pass. The 48.5 lbs of down pressure and 155 rpm of agitation maximizes soil removal, while the water recovery system provides a streak-free clean that leaves floors dry and safe. Intuitive controls and pad assist technology reduces the training time for even your most inexperienced employees, while dependable parts and features like the easily accessible design that enables squeegees and brushes to be changed in seconds keeps downtime to a minimum. Clean any time with quiet operation of less than 70 dB and continue to clean for up to four hours with the optional battery.*



The rep compared the pad machine to a car without power steering, a brush assist as a car with power steering and a traction drive as similar to a self-propelled lawnmower. The traction drive comes with an extra lithium battery. The brush assist uses AMG battery technology.

Financial: Cost of the scrubber plus an estimated \$200 for shipping.

Legal: None

Recommendation: Discuss and advise staff accordingly.



To: Fox Hall/Cemetery Board

From: City Staff

Date: Jan. 27, 2023

Re: Fox Hall comments/feedback

These comments were received over the past few months from Fox Hall renters.

From a Fox Hall “annual” holiday renter who was unhappy that \$50 was withheld from the security/cleaning deposit for countertops that looked like they hadn’t been wiped down and spills on the main room floor:

However, you are welcome to share this email with them at their next board meeting. I should not need to come to a "board meeting" to argue such a petty cleaning issue. What should be more important for the board to hear is that they have lost a longstanding community families business.

My grandfather was the Louisburg water man for many, many years, HE was the water dept. It is his name, Lawrence family reunion that has rented this hall all these years. His name was Elmer Lawrence. He worked in a time when Louisburg Main street looked very different that it does now.

This reply may seem out of line for you for this \$50.00 cleaning charge however we take pride to clean up after ourselves. We have never, ever had an issue. So thank you Jean for responding but this is unsatisfactory and Fox Hall has lost our business.

And from this former resident who rented Fox Hall for a family gathering after a funeral:

The remodeled Fox Hall is such a vast improvement. Our family has had many reunions at Fox Hall over the years (although I miss the old kitchen with all the old plates, etc.) I may not live in the ‘Burg anymore but it will always be “home.”

And one more:

We had a great turn out for my shower! My sister loved the venue so much I believe we’ll be booking with Fox Hall again soon, this time for a Bridal Shower!

Recommendation: Receive and file.



To: Fox Hall/Cemetery Board

From: City Staff

Date: Jan. 27, 2023

Re: Cemetery update

At a previous meeting, it was requested that staff provide an update on cemetery plot sales.

In 2022, there were 38 cemetery plots sold at a total cost of \$26,600.

There were 16 burials. An additional "burial" occurred in which the person was buried in New York where he was living but the family put a monument in their family plot of 4 grave spaces to commemorate his passing.

Also for 2022, \$5,695 was received in open/close and grave marking with these expenses for the same totaling \$4,270.

Financial: None

Recommendation: Receive & file



To: Fox Hall/Cemetery Board

From: City Staff

Date: Jan. 27, 2023

Re: Cemetery entrance monument repair

Staff has received two bids to repair the entrance monument. The cost of the repairs will be covered by insurance to the extent possible.

As an alternative, the Board has the option to discuss replacing the entrance monument or to consider other options which may include replacing with a smaller monument or a low fence that would allow for greater visibility when leaving the cemetery.

Financial: None

Recommendation: Discuss and direct staff accordingly.

PROPOSAL

DATE: 11-17-22

From: Randy Reedy Phone: 913-961-4370

To: City of Louisburg Ks / Jean Corder

Rebuild rock entry at cemetery.
Hit by truck. West entry/exit, left side.
Price includes all material and footing.

Will match rock as close as possible.

Rock to be approved by the City of Louisburg.

Any permit needed supplied by the City of Louisburg

Note: New rock is special order. Will know approximate delivery date when ordered.

total

\$ 16,960.00


Thank you

Exceptions:

Date: 11-17-22

Will need to close entry/exit during the day while working.

One lane of 68 Highway will need to be closed to install footings.

Work will not start until March of 2023 weather permitting and depending on delivery date of new rock.



12/6/2022

311 East 135th Street
 Kansas City, MO 64145
 Phone: (816) 941-4777
 Fax: (816) 941-4779

Estimate number 2940

Louisburg Public Works
 215 S Broadway St
 Louisburg KS 66503
 United States

Louisburg Cemetery Wall Rebuild

We appreciate the opportunity to submit the following estimate for your review. If you have any additional questions or needs, please contact us at your convenience.

Quantity	Item	Rate	Amount
1	Design Installation Footer For Wall \$5275.00 Concrete Blocks For Interwall \$848.00 Dove Gray Heather Stone & Caps \$3976.00 Trundra Blend \$3725.00 Installation Labor \$8915.00	\$22,739.00	\$22,739.00
		Subtotal	\$22,739.00
		Total	\$22,739.00

I/We agree to the contract for work described under the terms and conditions listed below.

 Client Signature

 Gary Weidenbach Rosehill Gardens

Date _____

Date _____

This proposal is valid for 30 days. Due to limited materials availability and increased demand, some materials may not be available, delayed or require substitution





To: Fox Hall/Cemetery Board

From: City Staff

Date: Jan. 27, 2023

Re: Fireproof storage cabinet

Staff would like to secure a fireproof storage cabinet for cemetery records. Because of the size of the existing files and the fact the cards are odd shaped, a traditional stand-up fireproof filing cabinet is too small and it would also be impossible to store the maps in a cabinet of this size. Staff has located an oversized three-drawer cabinet that all the files, including the maps, would fit. Since there are not duplicates of these files, this cabinet should securely house these files in the event of a fire or tornado damaged City Hall.

Legal: None

Financial: \$4,000

Recommendation: Approve the purchase of the cabinet to securely contain these records.





To: Fox Hall/Cemetery Board

From: City Staff

Date: Jan. 27, 2023

Re: Fox Hall display case

Staff has secured a bid from King Wood to build a display case for Fox Hall finds and other historical treasures. This display case will be built to match the woodwork at City Hall and will be placed in the vestibule at City Hall. In previous discussions it was thought this would allow the case to be more closely monitored and more general public would have the opportunity to view items.

Suffron Glass can install the glass. Approximate costs for 2 options: ¼" plate glass is \$265 and ¼" tempered glass is \$350.

Financial: \$800 maximum

Recommendation: Discuss and direct staff accordingly.

King Wood

The display case would match the existing wood trim at City Hall and be placed in the foyer of City Hall on the west side entrance. The size would be approximately 54.5" wide, 32" tall and 20" deep.

Red Oak Display Cabinet
Glass doors
\$450.00

