

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

1. Approve the minutes of the regular meeting Jan. 30, 2023, and of the special meeting, March 27, 2023
2. Fox Hall financial update – Mis Brummel
3. Report on Fox Hall rentals
 - January – 11
 - February – 12
 - March – 16
 - April – 15
 - May – 14
 - June – 20*
 - July – 12
 - August - 11

*Council waived the rental cost for the Summer Blessings meal program on Tuesdays in June & July. Those dates are included in the number of “rentals” for that month.
4. Scheduled visitors - none

New Business

5. Sunflower Studios would like to add a second date. Looking at Thursdays for June-July-August and fall date will likely need to move from Mondays to Tuesdays. They have about 10 persons attend on average.

Old Business

6. Screening at cemetery
7. Fence at cemetery

Adjournment

Next scheduled meeting is July 31.

Fox Hall/Cemetery Board Meeting Minutes
January 30, 2023
5pm

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

Mis Brummel moved, and Debbie Landau seconded, to approve the minutes from the special meeting on November 28, 2022. Motion carried 5-0.

Financial Update:

A written financial report was provided by City staff for Oct- Dec. 2022. There were several questions from board members regarding the report. Dennis DeShazer will look the report over and discuss at the next meeting.

Fox Hall rental report:

October – 11 rentals	February – 14 rentals
November – 13 rentals	March – 14 rentals
December – 12 rentals plus Santa	April – 10 rentals
January – 10 rentals	

*The yoga instructor has again booked Mondays for the entire year starting in February

Scheduled visitor:

Mary Knecht addressed the Cemetery Board to ask if trees or a fence could be placed on the west side of the cemetery to act as a buffer from the businesses next to the cemetery. She has family buried in that area and feels it is disrespectful to have businesses so close to the cemetery plots. After some discussion, it was decided to gather some information, allow board members to visit the cemetery to view the area, and call a special meeting to continue the discussion. City Staff will discuss the possibility of adding trees to the cemetery with the Park & Tree Board. That group is in charge of overseeing tree planting in city parks/properties.

New Business:

City Staff provided a written bid and description for a floor scrubber for Fox Hall. The cost range was \$5600-\$6800. It was decided to table this item and continue discussion at the next meeting.

City Staff provided written comments from Fox Hall renters. Two were positive comments about the renovated hall. One was from an unhappy renter who had \$50 withheld from the security/cleaning deposit for necessary cleanup after the rental. Jean Carder documents the tasks needed and takes photos when there is a need to withhold part of the security deposit.

City Staff provided a memo with 2022 cemetery activity.

City Staff provided two bids for repair of the cemetery monument that was damaged in a vehicle accident. The board discussed the possibility of altering the entrance to the cemetery by moving the monuments as they obstruct the view of the road when pulling out of the cemetery. Also discussed was the possibility of lowering the fence height to help with vision of the road. This item will be discussed further at a yet-to-be-scheduled special meeting.

City Staff provided a bid for a fireproof storage cabinet to be used for cemetery records. The cabinet would allow cemetery cards and maps to be stored securely. The cost of the cabinet is \$4000. The board discussed the possibility of digital cemetery records in the future. That is something that would take some time to research and implement. The fireproof cabinet would securely hold the records and maps in the meantime. No decision was reached on this item. It will be discussed at the next meeting.

The next scheduled meeting is the end of May, however, a special meeting will need to be called before then to discuss several items that were tabled. The special meeting date is to be determined.

Old Business:

City Staff provided a bid for a red oak display cabinet built by King Wood to be placed in the vestibule at City Hall. This is an item that Fox Hall Board previously discussed and was interested in purchasing. The cost for the cabinet is \$450. The cost of the glass for the cabinet is: \$265 for plate glass and \$350 for tempered glass. Dennis DeShazer made a motion to purchase the display cabinet from King Wood. Mis Brummel seconded, and the motion passed 5-0. Dennis DeShazer made a motion to purchase the tempered glass for the cabinet. Mis Brummel seconded, and the motion passed 5-0.

At 6:18pm, George Karnaze made a motion to adjourn the meeting. Debbie Landau seconded, and the motion passed 5-0.

Submitted by Debbie Landau

Fox Hall/Cemetery Board Special Call Meeting Minutes
March 27, 2023
5pm

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

The Fox Hall/Cemetery Board met to continue discussion from the January meeting on repairs to the cemetery and possibly adding trees or fencing to the west side of the cemetery to create a barrier between the cemetery and the businesses on that side.

The board asked for city staff to request a bid to disassemble the remaining pillars and possibly relocate them to another part of the cemetery. The plaques in the pillars from the Purdue family would need to be preserved and displayed. The board would also like a bid to construct a low (2 foot) rock or brick wall in place of the iron fencing that is in place now.

Concerning the west side of the cemetery, the board ruled out vinyl fencing as an option. Instead, the board would like to discuss further the option and practicality of adding trees. Consideration would need to be made for watering (if needed) and care for the trees for a time after the initial planting.

All of the items on the agenda concerning the cemetery will be continued at the next regular meeting in May.

It was decided to have the next regular meeting on Tuesday, May 30th at 5pm since Monday, May 29th is Memorial Day.

At 5:55pm, George Karnaze made a motion to adjourn the meeting. Marcia Cook seconded, and the motion passed 5-0.

Submitted by Debbie Landau



To: Fox Hall/Cemetery Board

From: City Staff

Date: May 28, 2023

Re: Trees for cemetery screening

Screening the western edge of the cemetery with trees has been discussed by both the Park & Tree Board and Fox Hall/Cemetery Board. This item was on the May Park & Tree Board agenda but that board did not meet due to a lack of quorum. At the previous Fox Hall/Cemetery Board meeting, the board decided trees were the preferred screening method, and it was suggested asking Park Board members Andy Gibbons, Jack Kline and Ryan Westhoff to this meeting. Jack is the forestry representative to the board while Andy and Ryan have professional background.



One tree option previously discussed is the Green Giant Arborvitea, pictured above right, an evergreen tree. This tree can be purchased wholesale for \$179 for 6 ft tree, \$249 for 8 ft and \$349 for 10 ft trees. There is a \$150 delivery fee and trees will need to be planted by staff and/or volunteers. Staff estimates it will take between 15-18 trees to cover about 300+ feet from the south end to the north to correspond with the current graves. Additional trees could be planted at a later date in the northern part of the cemetery.



Staff recently attended a meeting in Wichita at the Sedgwick County Extension Office and toured their gardens. Planted in a parking lot island was a Crimson Spire Oak. According to the staff there, this tree grows tall and narrow, reaches about 40 ft in height, keeps its leaves all winter and is very hardy without requiring much attention or watering. This tree has leaves and as its name suggests, the leaves turn crimson in the fall. The same wholesaler contacted above has these trees available in 2-inch at about 10-12 ft for \$250 each.

Financial: To be based on species and number of trees desired.

Recommendation: Continue discussion of planting trees at the cemetery.



To: Fox Hall/Cemetery Board

From: City Staff

Date: May 28, 2023

Re: Wall for old cemetery

Staff has had conversation with Public Works and they have the ability and are willing to construct the low wall in place of the existing decorative black fence in the old cemetery. Swapping out the current fence for a low wall was the option the Cemetery Board discussed at the special meeting in March. This would include dismantling the existing entrance and exit monuments to make driver visibility safer and relocating the corner stones.

A local stone contractor has suggested three different types of stone that would be a good fit for this low wall and provided pricing for one course (layer) for the approximate 265 linear feet needed.

Option 1 is 18" x 18" Sawn Cottonwood Block for \$11,704.



Option 2 is 18"x 24" Split Cottonwood Block for \$10,305.



Option 3 is 14" x 14" Sawn Dover Block for \$7,949.



Financial: To be based on species and number of trees desired.

Recommendation: Discuss and direct staff accordingly.