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# Raymore Park and Recreation Board

## A Work Session of the Raymore Parks and Recreation Board will be held:

**Tuesday, January 10, 2017  
6:00PM**

**Executive Conference Room  
Raymore City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

### **1. Discussion of the Raymore Cemetery**

- a. In 2016, the Raymore Cemetery Board approached the City Council regarding the City's interest in taking ownership of the cemetery. During a Council Work Session on November 21, the Council advised staff to take the item to the Park Board for their input and further discussion.

### **2. Adjournment**



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## Raymore Park Board Agenda Item Information Form

**Date:** 1/10/17  
**Submitted By:** Nathan Musteen  
**Division:** Park Board  
**Agenda Item:** Work Session Item #1

<input checked="" type="checkbox"/>	<i>Discussion / Report Item</i>	<input type="checkbox"/>	<i>Action Item</i>
<input type="checkbox"/>	<i>Council Recommendation</i>	<input type="checkbox"/>	<i>Presentation</i>

### **Title / Issue / Request:**

Raymore Cemetery
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### **Background / Justification:**

In 2016, the Raymore Cemetery Board approached the City Council regarding the City's interest in taking ownership of the cemetery.

During the City Council Work Session on November 21, City Manager Feuerborn and Parks and Recreation Director Musteen presented a report to the Council on the costs associated with the City taking over the Raymore Cemetery.

It is not uncommon for municipal owned cemeteries to be maintained through the Parks and Recreation Department. After some discussion, the Council advised staff to take the item to the Park Board for their input and further discussion. During December, staff conducted a survey through the Kansas City Metro Parks and Recreation Directors Association regarding the ownership, administration and maintenance of municipal cemeteries.



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Attached are the results of the survey along with information of the Raymore Cemetery that was presented to the Council in November.

### ***Financial Impact:***

- To be discussed

### ***Project Timeline:***

- To be discussed

### ***Staff Requests:***

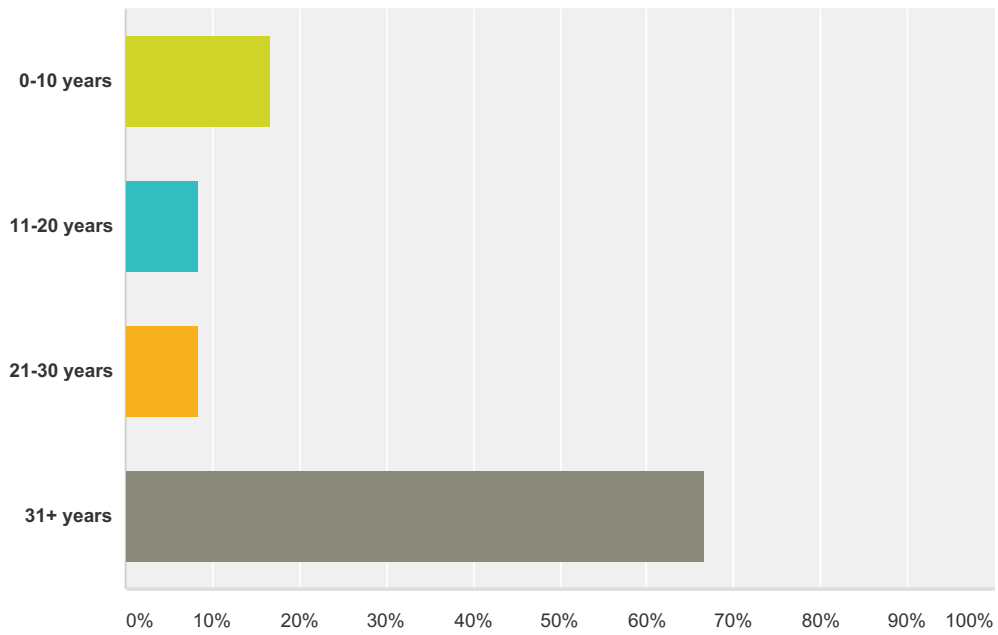
Discussion and Direction

### ***Attachments / Reference Items:***

December 2016 - KCMPRDA Cemetery Survey  
Raymore Cemetery Information sheet  
10 Year Financial Analysis (provided by the Finance Department)

### Q1 How long has your municipality maintained/owned a public cemetery?

Answered: 12 Skipped: 0

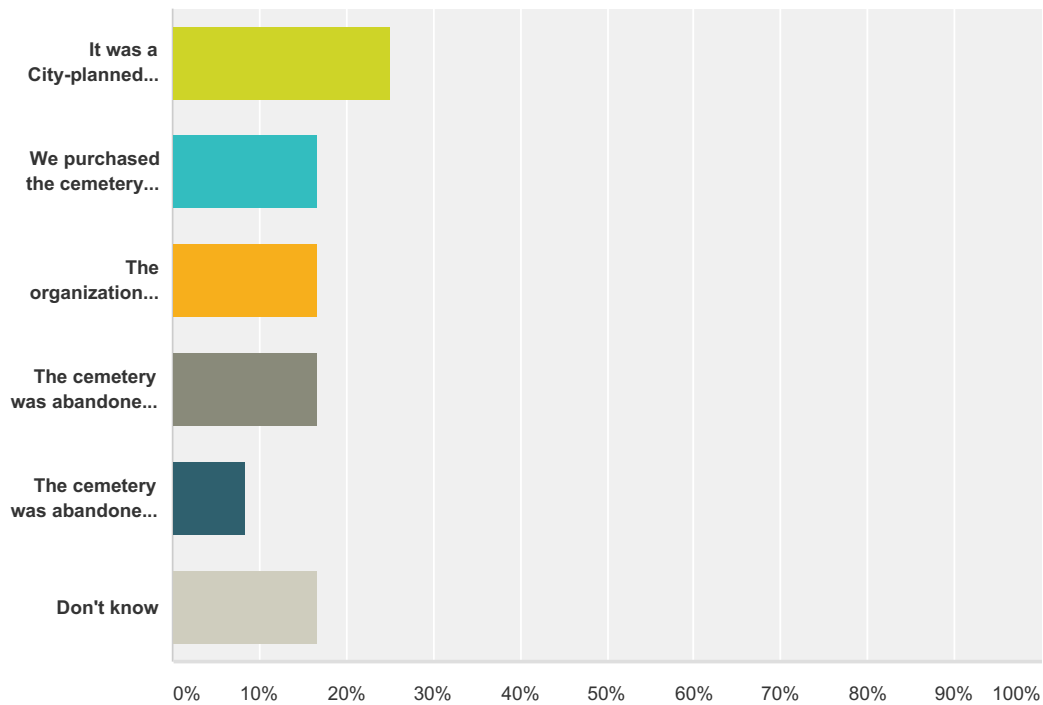


Answer Choices	Responses
0-10 years	16.67% 2
11-20 years	8.33% 1
21-30 years	8.33% 1
31+ years	66.67% 8
<b>Total</b>	<b>12</b>

# Municipal Cemetery Management

## Q2 How did you come to maintain/own the cemetery?

Answered: 12 Skipped: 0



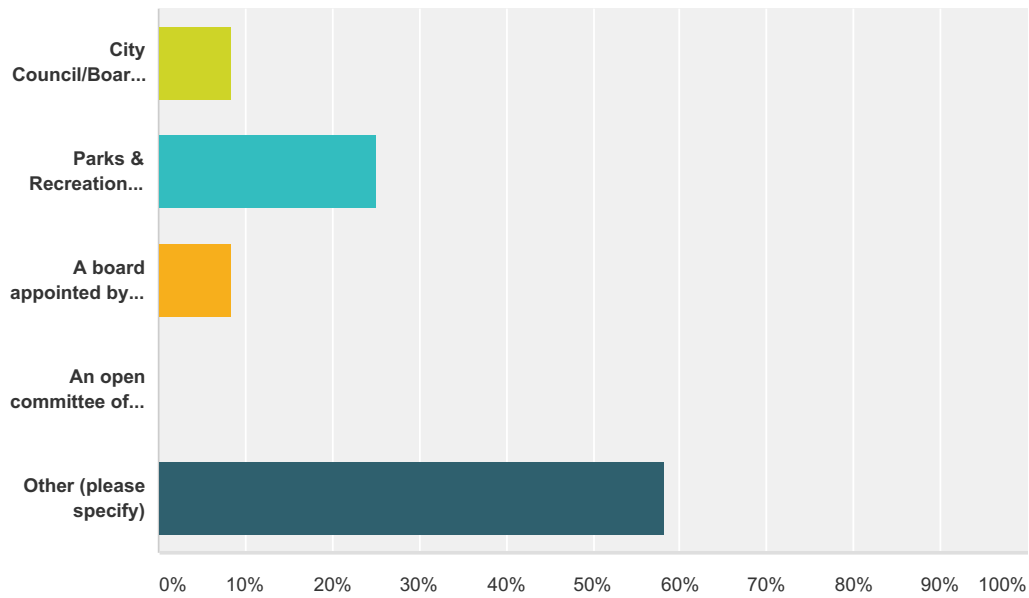
Answer Choices	Responses
It was a City-planned project to create a cemetery.	25.00% 3
We purchased the cemetery from another public/private owner.	16.67% 2
The organization(s) that oversaw the cemetery was disbanded and we agreed to take it over.	16.67% 2
The cemetery was abandoned and we chose to take it over.	16.67% 2
The cemetery was abandoned and we were legally obligated to take it over.	8.33% 1
Don't know	16.67% 2
<b>Total</b>	<b>12</b>

#	Feel free to expand on your answer here	Date
1	The Cemetery Association deeded 27 acres to Kansas City in 1937. The Kansas City, Missouri Parks and Recreation Department now maintains the grounds.	12/12/2016 9:19 AM
2	It's been so long that no one remembers how it came under City control.	12/8/2016 1:16 PM
3	Here in Wyandotte Co, anytime a cemetery gets abandoned the Parks and Recreation takes over the mowing of the grounds. There are currently 14 cemeteries that we mow.	12/6/2016 9:00 AM
4	Please call me on the Mitch Young 785-691-9632. We have our own 2 cemeteries from the 1800's and we had one given to use by the state in 2005.	12/5/2016 12:57 PM
5	The City of Olathe purchased the Olathe Memorial Cemetery in 1879 from a private owner and have operated it ever since.	12/5/2016 10:58 AM

# Municipal Cemetery Management

## Q3 Who is charged with oversight of the cemetery?

Answered: 12 Skipped: 0

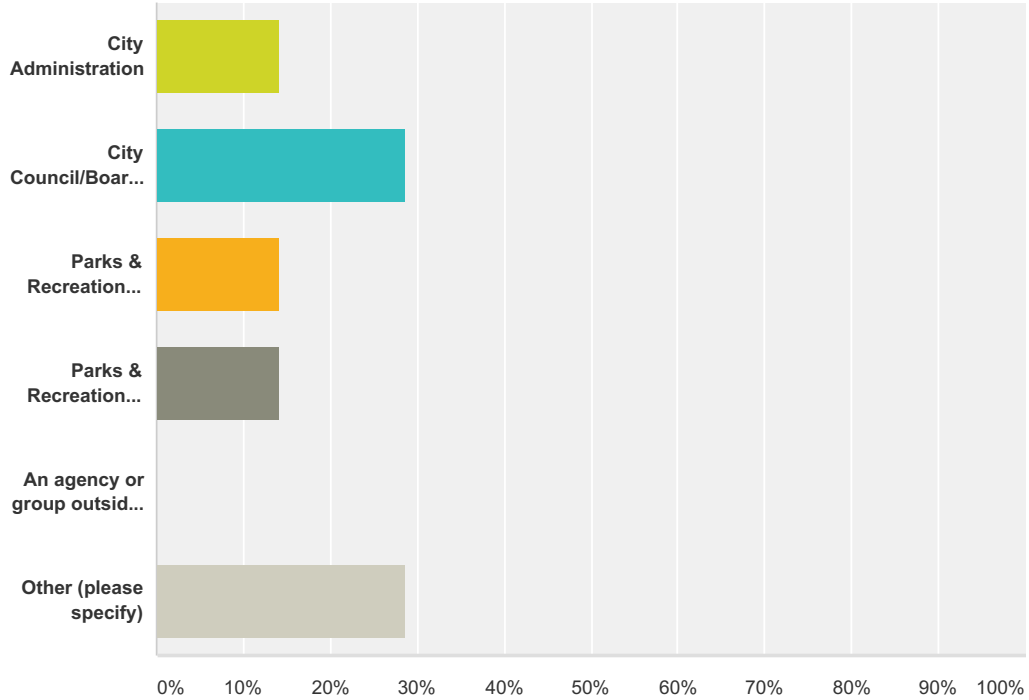


Answer Choices	Responses
City Council/Board of Aldermen	8.33% 1
Parks & Recreation Board	25.00% 3
A board appointed by the City Council/Board of Aldermen or Parks & Recreation Board	8.33% 1
An open committee of volunteers from the community	0.00% 0
Other (please specify)	58.33% 7
<b>Total</b>	<b>12</b>

#	Other (please specify)	Date
1	Union Cemetery Historical Society	12/12/2016 9:19 AM
2	public health	12/8/2016 1:16 PM
3	The parks and recreation director	12/6/2016 9:00 AM
4	The historic site manager of which the cemetery is now a part of.	12/5/2016 1:45 PM
5	Park and Recreation Department. No Boards	12/5/2016 12:57 PM
6	City of Olathe Parks and Recreation Department	12/5/2016 10:58 AM
7	Maintained by City employee with an advisory committee of volunteer citizens appointed by Mayor/Council	12/5/2016 10:45 AM

**Q4 If your City has a cemetery board/commission charged with oversight of the cemetery, who do they report to?**

Answered: 7 Skipped: 5



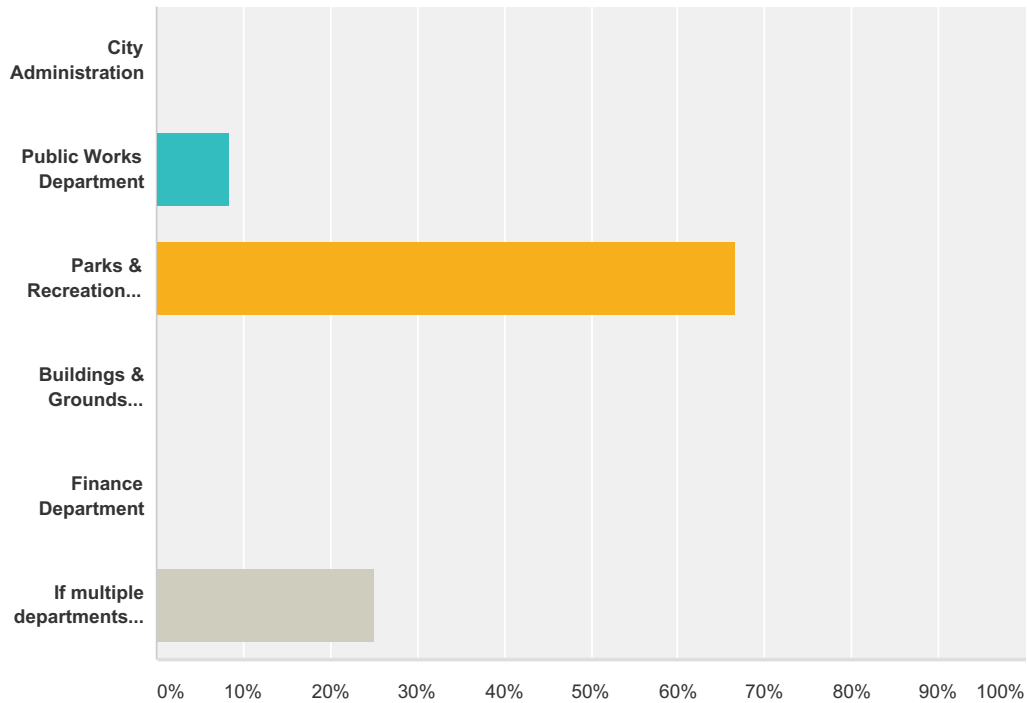
Answer Choices	Responses
City Administration	14.29% 1
City Council/Board of Aldermen	28.57% 2
Parks & Recreation Board	14.29% 1
Parks & Recreation Director	14.29% 1
An agency or group outside the City	0.00% 0
Other (please specify)	28.57% 2
<b>Total</b>	<b>7</b>

#	Other (please specify)	Date
1	no board/commission	12/8/2016 1:16 PM
2	City Clerk	12/5/2016 10:45 AM

# Municipal Cemetery Management

## Q5 Who is principally in charge of the day-to-day administration?

Answered: 12 Skipped: 0



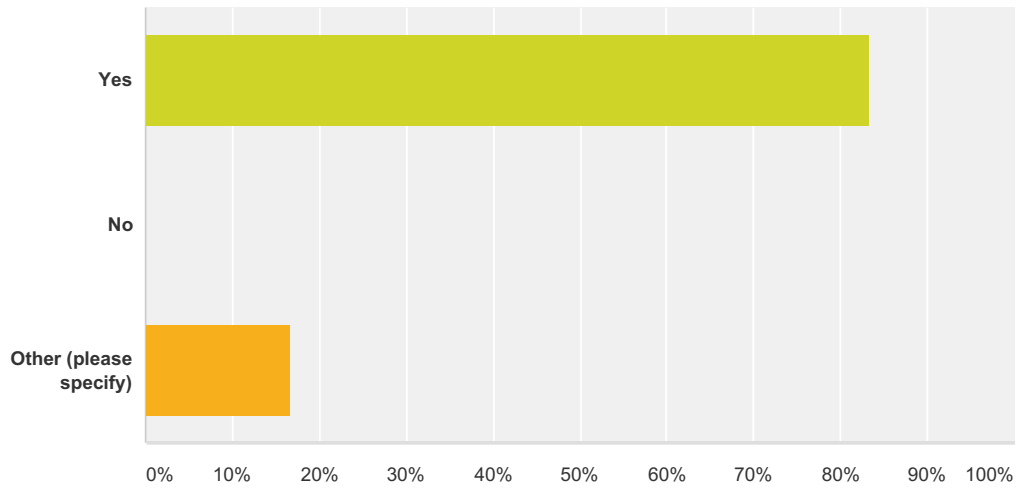
Answer Choices	Responses
City Administration	0.00% 0
Public Works Department	8.33% 1
Parks & Recreation Department	66.67% 8
Buildings & Grounds Department	0.00% 0
Finance Department	0.00% 0
If multiple departments help with day-to-day administration, list them here and their duties	25.00% 3
<b>Total</b>	<b>12</b>

#	If multiple departments help with day-to-day administration, list them here and their duties	Date
1	public health	12/8/2016 1:16 PM
2	We have a contract employee that performs the Sexton duties and Public Works to address maintenance issues like trash, mowing,	12/5/2016 2:30 PM
3	Parks and recreation maintains, Finance manages sales & permits, GIS maintains a map, Communications manages publicity	12/5/2016 12:30 PM



**Q6 If your cemetery has a set of published policies and procedures, were those written and approved by the City?**

Answered: 12 Skipped: 0

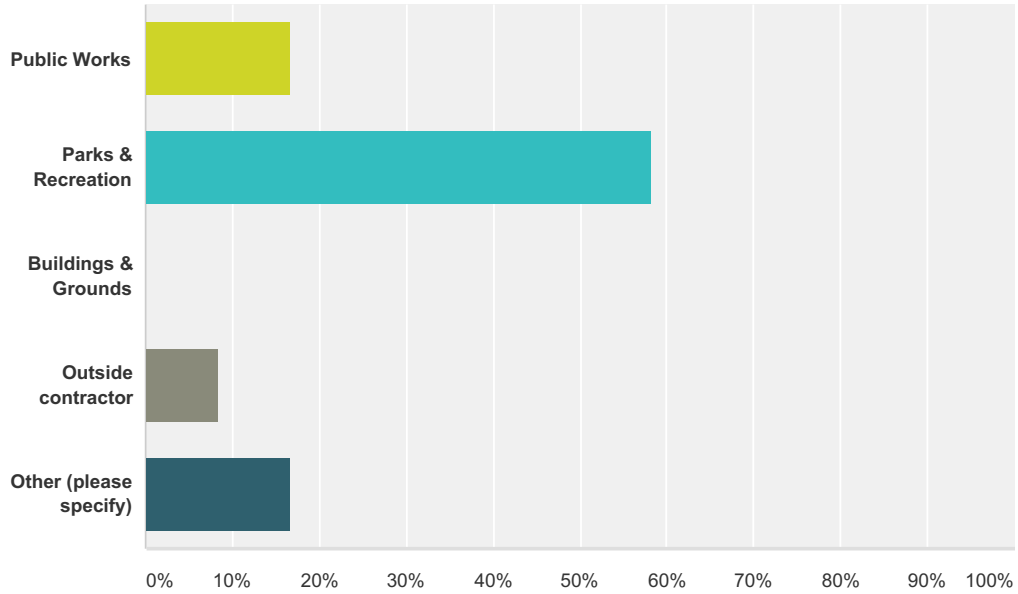


Answer Choices	Responses
Yes	83.33% 10
No	0.00% 0
Other (please specify)	16.67% 2
<b>Total</b>	<b>12</b>

#	Other (please specify)	Date
1	there are no published policies and procedures	12/8/2016 1:16 PM
2	NA	12/6/2016 9:00 AM

### Q7 What staff handles maintenance, mowing and beautification at the cemetery?

Answered: 12 Skipped: 0



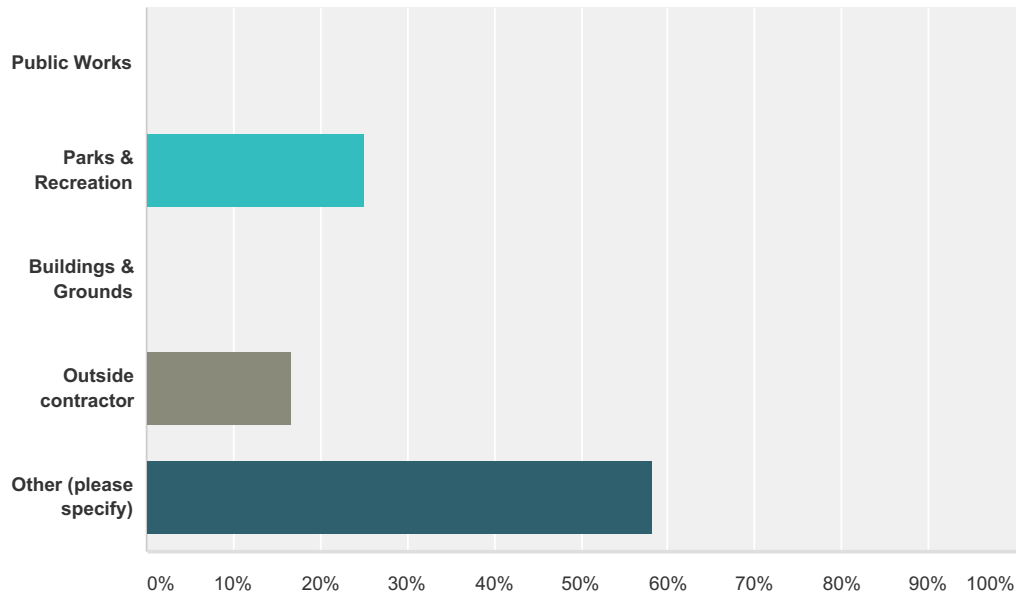
Answer Choices	Responses
Public Works	16.67% 2
Parks & Recreation	58.33% 7
Buildings & Grounds	0.00% 0
Outside contractor	8.33% 1
Other (please specify)	16.67% 2
<b>Total</b>	<b>12</b>

#	Other (please specify)	Date
1	Contract services for mowing and openings. Park ops staff handles day to day operation and sales.	12/7/2016 7:51 AM
2	mowing is contracted; beautification and maintenance is Parks	12/5/2016 12:30 PM

# Municipal Cemetery Management

## Q8 What staff handles duties such as: plot sales, plot location, grave digging, record keeping, etc?

Answered: 12 Skipped: 0



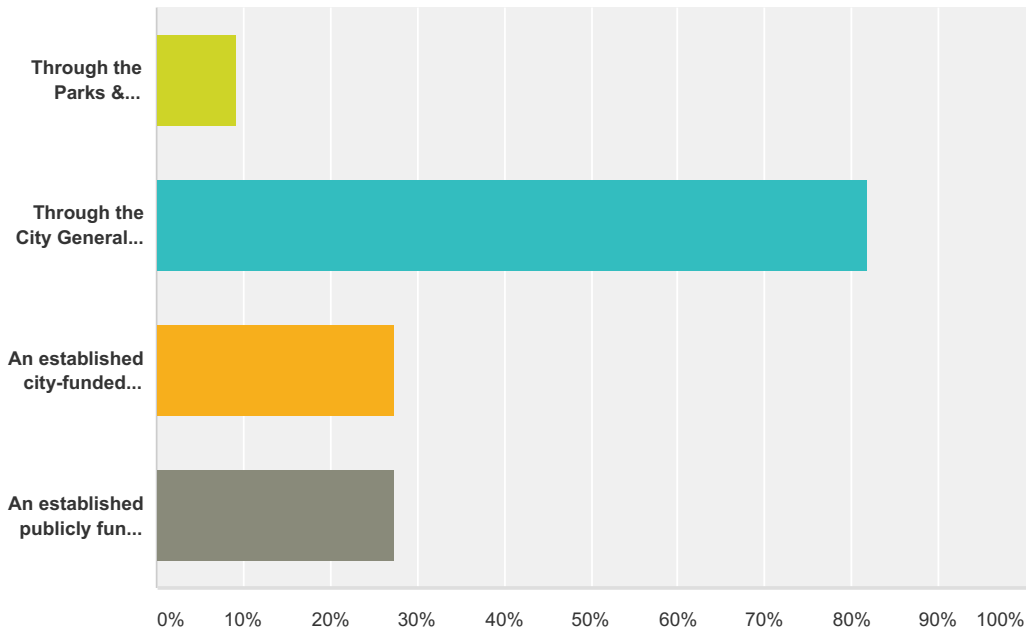
Answer Choices	Responses
Public Works	0.00% 0
Parks & Recreation	25.00% 3
Buildings & Grounds	0.00% 0
Outside contractor	16.67% 2
Other (please specify)	58.33% 7
<b>Total</b>	<b>12</b>

#	Other (please specify)	Date
1	Union Cemetery Historical Society	12/12/2016 9:19 AM
2	public health	12/8/2016 1:16 PM
3	Parks staff oversees contract services.	12/7/2016 7:51 AM
4	NA - we just mow them	12/6/2016 9:00 AM
5	The cemetery is no longer active for burial. The museum manager handles historic records	12/5/2016 1:45 PM
6	Sales by Finance, location by parks, grave digging by contract, recordkeeping by finance	12/5/2016 12:30 PM
7	City Clerk handles sales, location, and record keeping; PW digs and maintains	12/5/2016 10:45 AM

# Municipal Cemetery Management

## Q9 How does your City fund operations at the cemetery? (multiple answers acceptable)

Answered: 11 Skipped: 1



Answer Choices	Responses
Through the Parks & Recreation budget/tax levy	9.09% 1
Through the City General Fund	81.82% 9
An established city-funded endowment	27.27% 3
An established publicly funded endowment (public fundraising)	27.27% 3
<b>Total Respondents: 11</b>	

#	Please explain if funding comes from multiple or other sources.	Date
1	Cemetery has its own fund from grave sales, monument sales, and other feestuff collected.	12/7/2016 7:51 AM
2	The city operates the cemetery with the funds it obtained form the two cemeteries bank accounts.	12/5/2016 11:13 AM
3	Our day to day operations, such as mowing, weed eating, etc. are funded through the city general fund. Major improvements are funded from our endowment fund. All of our lot sales, interment fees, and headstone sales are deposited in the endowment fund and then the portion that is due to the contractor is paid out from there also.	12/5/2016 10:58 AM
4	Fees from sales	12/5/2016 10:45 AM

## Municipal Cemetery Management

### Q10 Any additional comments or advice for a City moving forward with a cemetery project?

Answered: 6 Skipped: 6

#	Responses	Date
1	The City Cemetery is one of last resort. It is thought of as a "pauper's" cemetery.	12/8/2016 1:16 PM
2	Feel free to contact lees summit park operations for more questions. - Devin wetzel. 969-1531	12/7/2016 7:51 AM
3	Our cemetery advisory committee volunteers their time and talent in the cemeteries one Saturday each month from March to October to help maintain the cemeteries and provide staff for special holidays like Memorial Day	12/5/2016 12:30 PM
4	Someone from the city has to be really involved with the cemetery and/or contractor	12/5/2016 11:13 AM
5	Be sure to consider all sources for cemetery funding. Please feel free to contact us if we can be of help.	12/5/2016 10:58 AM
6	We have found that unless you have unsold ground near that you can expand then the costs are very high to maintain.	12/5/2016 10:16 AM



[1] \$600 per plot as currently being charged.

[2] 1 FTE:

.75 for Maintenance & Upkeep

.25 for Administration / Clerical

[3] \$550 fuel for mower

\$1,000 tools, materials, supplies, etc to start up

[4] \$60 - water/sewer

\$30 - electrical

[5] \$12k mower, \$15k shed, \$7k install water/electric, \$3K computer & software upgrade

[6] \$12k replace mower

[7] \$12K replace mower

# **Raymore Cemetery**

## **Land Details** ~10 total acres

- 2514 Plots Left
- 8 Plots to 1 Lot
- 3 sections are currently plotted (approximately 4.5 acres)
- Northern section (Warden Estates) - not plotted (approximately 5.5 acres)
- No water access on site
- No electrical access on site

## **Financial Details**

- \$190,000 in 3 CD's
- 1 Savings Account (amount unknown)
- 1 Checking Account (amount unknown)
- No structured endowment for long term care

## **Equipment / Tools**

- 2 mowers and misc lawn equipment
- No current storage - all equipment is stored at a Board member's home

## **Maintenance Details (current)**

- \$15 hour for mowing and upkeep
- Estimated at 8 hours for mowing and 10 hours of weed-eating per week during mowing season
- Cass County Historical Society and Boy Scouts help decorate for Holidays
- Digging and burials are handled through funeral homes

## **Administration**

- 5 Board Members
- No Rules/Regulations or Bylaws
- No website or marketing efforts
- 1 Cell Phone that is an "on-call" phone maintained by a Board Member

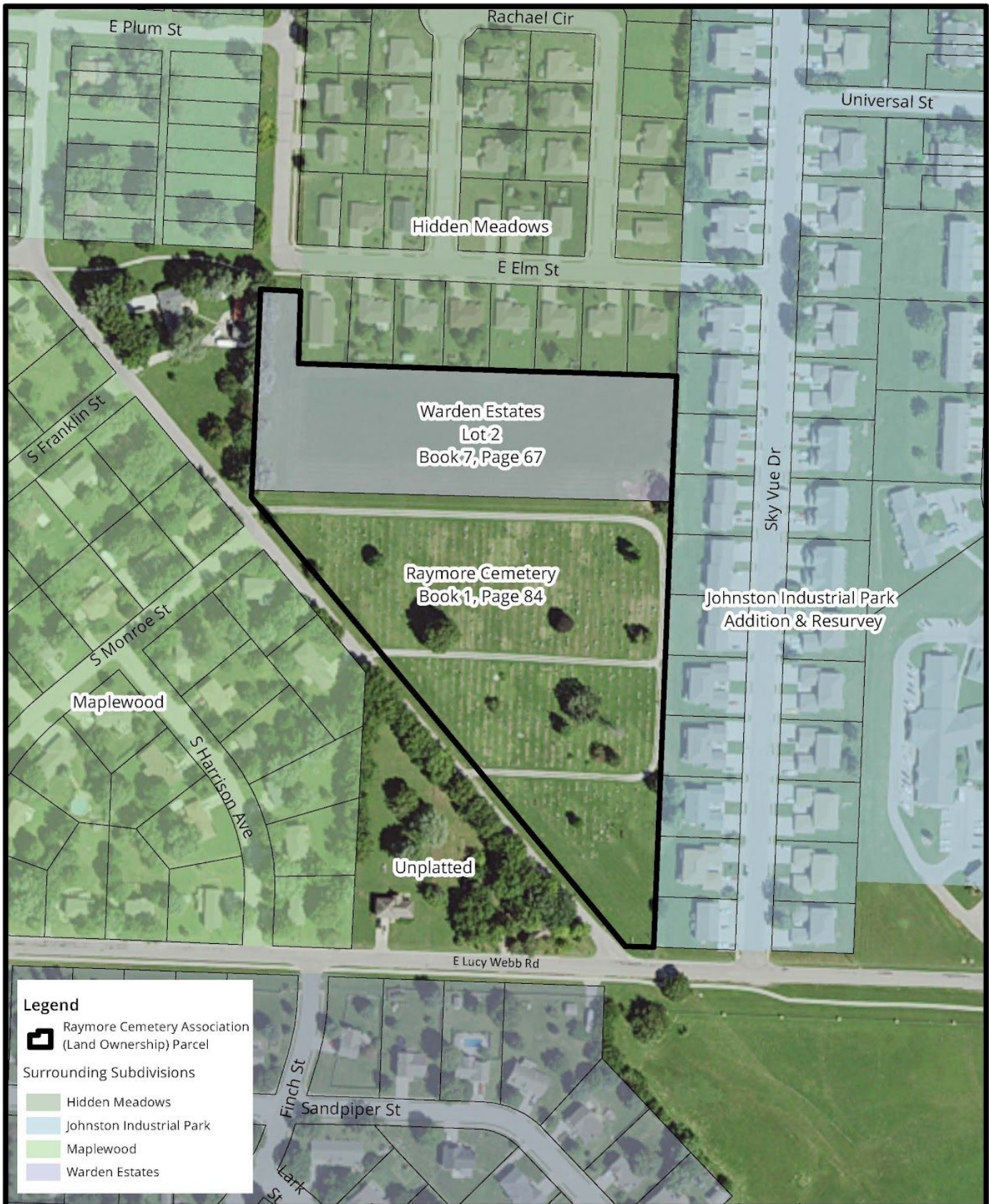
## **Burial / Plot information**

- Records are maintained on an old version of microsoft word and a 3 ring binder notebook
- Each plot purchased must be measured and cross referenced to an old map
- Estimated 30 to 40 burials per year

## **Other Details:**

- Little vandalism in recent years
- Current Eagle Scout Project in place (War Memorial monument and benches)





**Legend**

-  Raymore Cemetery Association (Land Ownership) Parcel

**Surrounding Subdivisions**

-  Hidden Meadows
-  Johnston Industrial Park
-  Maplewood
-  Warden Estates

**City of Raymore, MO**  
**Geographic Information**

The information contained on any printed map or digital file is provided to the recipient pursuant to Section 610.011, RSMo, which requires public records to be made open to the public for inspection and copying. It has not been prepared for use or reliance by any person or entity other than the City of Raymore. Information and data are supplied by various sources, and the City has made no independent investigation to determine the completeness and accuracy of information or data provided by persons or entities other than the City. The City makes no warranties and/or representations of any kind, express or implied, including without limitation any regarding merchantability or fitness for a particular purpose, regarding information, data, or service provided. All information, data, and service are provided "as is," "with all faults," and for any other purpose of this document, the recipient accepts the risk of any errors or omissions. In no event shall the City be liable in any way to the users of information, data or service provided by the City. Users of this information, data or service shall hold the City harmless in all matters and accounts arising from the use or reliance on the completeness or accuracy of this information, data or service.



**DRAFT Platted Lot / Parcel Map**

0 200 ft

Date: 02/16/2016