

**Cemetery Board**

**Minutes**

**2nd Floor Conference Room**

**City Hall**

February 2, 2022

4:15p.m.

**Call to Order:**

The meeting was called to order by Mr. Hammel at 4:18 p.m.

**Board members present:**

DPS Director Jake Hammel, Carol Lackey, Richard Smith, Vicky Ladd,

 John Barrett

**Board members absent:**

**None**

**Also present were:**

Cemetery Sexton Frank Engle and Deputy Clerk Michelle Loren

**APPROVAL OF MINUTES**

Motion by Smith, seconded by Lackey, to approve the October 6, 2021 Cemetery Board Minutes

All Ayes, motion passed.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

Lakeview Expansion

DPS Director Jake Hammel reported all the fill had been leveled and topsoil dumped. Hammel also reported money for engineering services for the installation of ribbons would be worked into the new budget.

Cemetery Sexton, Frank Engle reported that there are 18 graves for multiples/singles and 5 single graves available throughout Lakeview left for purchase.

**NEW BUSINESS**

1. **Cemetery Fee Schedule**

Jake Hammel suggested that with the expansion being so close, this would be the time to review the cemetery fee schedule. John Barrett then reviewed comparison pricing on opening and closing charges, throughout the county. Discussion regarding weekend burials then took place as it was apparent that the City’s fees were considerably less than neighboring communities. In turn, the City’s lot sales pricing was considerably higher than the surrounding areas. After discussing expenses involved in a weekday burial and those of a weekend burial, and considering charges by other cemeteries the following changes were proposed:

|  |  |
| --- | --- |
| **Opening & Closing Charges Current** | **Proposed** |
| Adult (65” or greater) | $400.00 | $500.00 |
| Child (36” to 64”) | $325.00 | $350.00 |
| Infant  | $200.00 | $225.00 |
| Cremations | $225.00 | $275.00 |
| All Saturday Burials | $450.00 | $650.00 |
| All Saturday Cremations | $300.00 | $350.00 |
| All Sunday Burials | $500.00 | $750.00 |

After short discussion, it was agreed that changes need not be made to lot sales, disinterment charges, foundation charges, or shutter lettering charges.

Trustee Smith asked if the changes could be made by April 1, 2022 to remain in keeping with the last increase. Jake Hammel stated he would write up a recommendation including justification of charges and present it to Council during one of the 2 regular council meetings held in March.

Motion by Smith, support by Lackey, to make fee cemetery fee schedules changes and recommend to Council for approval.

All Ayes. Motion carried.

1. **Domestic Animal Ban**

Jake Hammel reported that at the October meeting, the Board had agreed that concerns with dogs running at large in the cemeteries needed to be addressed. Discussions with Chief Hephner regarding enforcement of the rules indicated there is a lack of clarity in the language making the rules difficult to enforce. It has been suggested that all domestic and exotic animals, with the exception of service animals, should be banned from all city cemeteries. Hammel stated he would work on new ordinance language to present to Council. A public hearing will be scheduled. The new ordinance will take effect 15 days after Council approval.

Motion by Barrett, support by Ladd, to amend language of City Ordinance Sec. 10-10(7) Conduct on Cemetery Grounds banning all animals from city cemeteries.

All ayes. Motion carried.

**INFORMATION ONLY**

1. **2021 Grave Sales Report**

Sexton Frank Engle presented a 2021 Grave Sales Report. Please see attached report.

1. **Recreate Information on Single Grave Areas at Lakeview**

Sexton Frank Engle reported that the current card catalog at Lakeview Cemetery for single grave occupants previously cataloged alphabetically by name of occupant with no reference to location of burial. Mr. Engle has cross referenced the card catalog to location and is currently in the process of creating a reference map of location of single grave burials.

**ADJOURNMENT**

Motion by Lackey, seconded by Smith, to adjourn.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

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Michelle Loren, Deputy City Clerk