



**Cemetery Board  
Minutes**

**2<sup>nd</sup> Floor Conference Room  
City Hall**

May 3, 2017

**Call to Order:**

The meeting was called to order by Mr. Hammel at 4:00 P.M.

**Board members present:**

Mr. Jacob Hammel, City Department of Public Services Director  
Mr. John Barrett  
Mr. Carl "Bud" Heinowski  
Ms. Vicki Ladd  
Ms. Carol Lackey

**Board members absent:**

None

**Also present were:**

Mr. David Mackie, City Manager  
Ms. Bonnie Tew, Finance Director  
Chief Scott Hephner, HCPD & HCFD  
Mr. Frank Engle, City Sexton  
Mr. Stephen M. French, City Clerk

**Approval of Minutes**

Mr. Barrett, seconded by Mr. Heinowski, moved to approve the minutes of February 1, 2017 meeting as submitted. By a voice vote, the motion passed unanimously.

**Public Comments**

No comments were offered.

**OLD BUSINESS**

There was no Old Business on the agenda.

## NEW BUSINESS

### A. Use of Cemetery Perpetual Care Funds

City Manager Mackie stated city staff had recommended an inter-departmental loan between the cemetery perpetual care funds and the city's General Fund for the purchase of a new fire truck. City Manager Mackie reported the staff recommendation was similar to the loan that was approved between the perpetual care funds and the Hillsdale Municipal Library, which had since been repaid. City Manager noted the staff request had been thorough reviewed by the City Attorney, who had provided a legal opinion that stated the city could borrow funds from the perpetual care funds for the purchase of the fire truck.

Finance Director Tew reported the perpetual care funds had a balance of approximately \$676,000 and approximately \$20,000 of that would be transferred to the city's General Fund by the end of the fiscal year. DPS Director Hammel stated the city's annual cost to maintain the cemeteries was approximately \$120,000.

Mr. Heinowski questioned if the Cemetery Board members would be personally liable, if the loan was not repaid by the city. City Manager Mackie stated the loan would be a written, legally binding contract that mandated the city to repay the funds. Finance Director Tew assured the board that the city had obtained all necessary legal reviews and additionally, the city had insurance coverage for all board & commission members, in the unlikely case any legal action was brought against them.

Finance Director Tew also noted the city's General Fund had a fund balance of nearly \$900,000; however, city staff wished to utilize the cemetery funds for this inter-departmental loan and purchase to allow the General Fund dollars to be more easily accessible for the city's operational expenses.

City Manager Mackie noted city staff had recommended a 2.8% percentage rate and 10-year loan repayment schedule, after reviewing the perpetual care funds investment options, as well as the loan options for the fire engine that had been provided to the city from outside financing institutions. City Manager Mackie stated the inter-departmental loan would benefit both the cemetery and the city's General Fund, as the cemetery perpetual care fund would receive a higher rate of return on its investments than if the funds were invested in other approved locations; the General Fund and city would benefit as the fire engine would replace an unreliable piece of equipment and was very much necessary for public safety reasons.

Chief Hephner stated the fire truck that would be replaced was a 1989 model that had little or no value. Chief Hephner stated the fire truck may be sold for scrap or donated to a neighboring fire department.

Mr. Barrett, seconded by Ms. Lackey, moved to support the staff recommendation to allow a \$450,000 interdepartmental loan between the cemetery perpetual care funds and the city's General Fund for the purchase of a new fire engine, at a 2.8% percentage rate and 10-year loan repayment schedule.

Roll call:	Mr. Hammel	Aye
	Mr. Barrett	Aye
	Mr. Heinowski	Aye
	Ms. Ladd	Aye
	Ms. Lackey	Aye

Motion passed 5-0.

**B. Discussion of Cemetery Rules regarding pets**

DPS Director Hammel reported city staff and visitors to the cemetery had experienced an increase in problems with people allowing their pets to roam free and owners of pets not cleaning up after their pets. Director Hammel reviewed the existing cemetery rules that required pets to be leashed and “confined to designated roads, avenues, and walkways.” DPS Director Hammel noted, however, there was no enforcement mechanism of the rules, as the rules had not been incorporated into the city’s Code of Ordinances and therefore, the city’s Police Department could not ticket violators.

City Clerk French stated the existing cemetery rules could be added to the Code of Ordinances, which would allow the city to enforce the rules and ticket any violators of the section.

Mr. Heinowski, seconded by Ms. Ladd, moved to request to the City Council that the Code of Ordinances be amended by adding the existing cemetery rules into the “Cemetery” section of the code. By a voice vote, the motion passed unanimously.

**C. Ladies of Oak Grove Cemetery Monument Dedication**

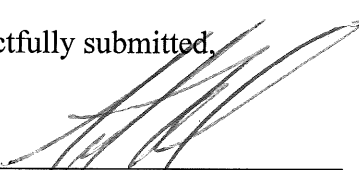
Ms. Lackey reminded everyone of the dedication ceremony and ghost walk scheduled for May 5, 2017 at 7:00 p.m. Ms. Lackey distributed an informational flyer and noted the dedication would be held in memory of Mr. James O. Taylor, a long-time volunteer in the community.

**Adjournment**

Ms. Lackey, seconded by Mr. Barrett, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 4:45 p.m.

Respectfully submitted,



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Stephen M. French, MMC  
City Clerk