

VILLAGE OF SOUTH RUSSELL

DATE: 4/15/02

COMMITTEE: Cemetery

TIME: 3:30 pm

PRESIDING CHAIRPERSON: Kathy O'Donnell

LOCATION: SRVH

MEMBERS PRESENT: KAD, Roger Mills, Larry Wise

MEMBERS ABSENT: Ed Schmidt — others Mark Porter

Agenda Item(s)	Recommendations/Action
Call to Order - 3:30 pm	Discussion —
Approval of Minutes yes	Whether or not to go forward & stay together Roger - thinks we should cont. to pursue w/ maybe getting another person (Kensington) on committee - Larry - thinks we should cont also - contenti ← issue is the site - Per Roger - only 2 real sites available which have had soil samples do The mayor has addressed the SRV property & qualities of each - Kathy - wants Gary to accept the reality of our information b/c I want hi to be part of committee. R & L think we should invite Gary to be part of committee to try to come to a consensus. Roger will call Gary - try for a mtg next Monday 4/22. Ask Gary to be prepared to tell us what & why his objections are.

Please Return to Village Clerk As Soon As Possible

VILLAGE OF SOUTH RUSSELL

COMMITTEE: Cemetery

PRESIDING CHAIRPERSON: Kathy O'Donnell

DATE: April 26, 2002

TIME: 7:30 am

LOCATION: SRV Hall

MEMBERS PRESENT: Roger Mills, Larry Wise, K. O'Donnell

MEMBERS ABSENT: Ed Schmidt

Agenda Item(s)	Recommendations/Action
Call to Order	7:30 am
Approval of Minutes	approved
	<ul style="list-style-type: none">✓ K O'Donnell informed committee about the letter received from Laura Herron re her interest in Bell Rd cemetery & work she is doing to establish a record of people buried there.✓ R Mills told committee about his meeting with Mr Gary Brockett re: location, cost, research for development, property east end of the village for cemetery use, pollution, etc. He (Brockett) referenced a court case (Figgie vs Orange Village) Roger followed up on item brought up about the "available land" at east end of Bell Rd in SRV is GIS info. etc. Nothing seemed viable.✓ Larry asked what we can do to move forward now. Re: 4 items listed below.<ul style="list-style-type: none">1. does \$200,000 represent development # or

Please Return to Village Clerk As Soon As Possible

Agenda Item(s)**Recommendations/Action**

land acquisition also

2. let's still peruse other land possibilities but original property choice still considered best on police station property #2

3. engineer should be asked to produce #'s for development i.e. clearing land, waterline, road

4. K to call Eckstein, Larry to call CWRU. Re pathogens.

Next meeting 5/3, 7:30am

Adjourned 9:10am.

Please Return to Village Clerk As Soon As Possible

South Russell Cemetery Committee

Mission Statement:

To proceed with a plan to establish a cemetery in South Russell that will be in keeping with the beauty and character of our village.

Location:

Our committee has concluded that the best location for the cemetery should be on the parcels allocated by South Russell Village Council. On May 27, 2008, Council resolved to re-establish a cemetery on parcels #29-706407 and #29-706410. This property is owned by the village and is located on the west side of Rt. 306.

CEMETERY COMMITTEE MEETING
Wednesday, May 27, 2015 at 7:00AM

In attendance: Mayor Brett, Cindy Nairn, Ed Pyle, Patricia Mills, Jennell Dahlhausen, Danielle Romanowski, Darrell Johnson, Engineer Haibach

The Cemetery Board discussed several internal controls such as which end of the grave the head and headstone will be placed. After much debate, it was decided to have the headstones face the east so they are read while standing on the grave.

The Committee also reviewed the map provided by CT Consultants. They would like a more detailed map showing where trees and shrubs are planted. Haibach will look into costs from CT Consultants to get trees added to the map to make it look similar to the colored one presented a few years back. If that is too costly, Romanowski will look into other alternatives.

The Ribbon Cutting Ceremony was scheduled for Saturday, July 18th at 9 a.m. The ribbon and plaques are ordered. Details were discussed such as sending prior elected officials an invitation and who will speak at the ribbon cutting. A press release will be sent to Chagrin Valley Times and lot sales will not be available until after the ceremony.

Construction was briefly discussed. Mayor asked for a follow up with the Engineer to see when the seeding and grading around the trees will be completed. There are a couple trees and shrubs that will need replaced as well, which have a two year warranty. The Street Department will install the flagpole and CT Consultants will need to re-pin one marker.

The walkway to the scattering garden was discussed. It is not setting up like it should and doesn't show the granite like expected. The suggestion was to dig several inches off the top layer and use the rest as a base, then install a concrete walkway. Everyone agreed.

Romanowski and Dahlhausen trained for the software and feel confident for lot sales. They presented internal control procedures and will add the Street Department's internal controls to theirs to have one standard operating procedures document for the cemetery.

It was suggested by the Mayor that the Village invite area funeral homes to visit the cemetery prior to its opening. This would provide an opportunity for them to see the layout, review the rules and get answers to any questions they may have. Nairn and Mills will drop off information about the cemetery to the funeral homes and personally invite them to visit.

CEMETERY COMMITTEE MEETING
Wednesday, June 17, 2015 at 12:00PM

In attendance: Bill Koons, Cindy Nairn, Patricia Mills, Jennell Dahlhausen, Danielle Romanowski, Darrell Johnson, Darlene Tichy

The Cemetery Committee met at Sheffield Monuments to ask questions and see if there was anything else that Mr. or Mrs. Tichy might think of that the Village should have in place before the opening of the cemetery in July.

The Cemetery Committee informed Ms. Tichy about the scattering garden and how the scatterings occur. The brick pavers that are included in the scattering charge were also discussed. The Tichys said not to be surprised if the Village discovers someone came in and scattered ashes or buried an urn in the cemetery on a weekend without informing anyone – she said it will happen. She said she has heard of people burying their dog's ashes at cemeteries as well.

The Tichys suggested requiring that all headstones include the lot numbers in the bottom right corner of the stones.

The location of the stone on the grave and the direction the stone writing was discussed. The typical direction to put the head of the individual buried and the headstone is to the west or north (depending on the direction of the lot). Tichy said the face of the stone is different in all cemeteries, but she suggested that whatever the Committee decides on should be the constant throughout the cemetery. She said that the Village has the right to dictate this because the deed only allows the individual named on it to burial rights; the land is still owned and maintained by the cemetery owner – which is the Village.

Tichy suggested not allowing natural boulders or stones as they deteriorate and break over time. She also informed the committee that marble stones, limestone and sandstone wear away quickly and she suggested to prohibit these types of stones as well. She showed the committee a list of symbols that are engraved on stones in case they would want to prohibit a certain symbol.

Tichy showed the committee several different stones and options for veteran plaques. Mr. Tichy suggested pouring foundations below freezing level at about a 36 inch minimum; bigger stones may need an even deeper foundation. He indicated if the foundations aren't this deep, freezing of the ground will sink the foundation and the stones will have to be re-leveled. The Tichys also indicated foundations can be constructed twice yearly and then the stones placed at that time. Purchasers should be notified of this up front.

Sheffield Monuments has run into some recent issues with family members purchasing a stone when they aren't in charge of the estate and another family member not agreeing with what is purchased. They warned that the Village may want to make sure that whoever is making the preparations for a burial have the Power of Attorney to make those arrangements; this would most likely be taken care of by the funeral home. However, in the case of burying ashes, the Village may want to take this into consideration.

Darrell Johnson - Street Commissioner

From: "Danielle Romanowski" <fiscalofficer@southrussell.com>
Date: Thursday, June 25, 2015 6:39 PM
To: "Ed Pyle" <ed.pyle@tier5labs.com>; "Cindy Nairn" <cindynairn@gmail.com>;
 <ph.mills@roadrunner.com>; <svkoons@gmail.com>; <streets@southrussell.com>; "Jennell Dahlhausen"
 <adminassist@southrussell.com>; "Danielle Romanowski" <fiscalofficer@southrussell.com>
Attach: 6-17-15 Cemetery Minutes.docx; Emblems for headstones.jpg
Subject: Cemetery Minutes and emblems

Attached are the minutes from the meeting last week with Sheffield Monument. I know Bill wanted to try to get together on Friday, July 10th at Village Hall – how does 9 am work for everyone?

Since the meeting, I have had time to think about the issues we discussed. My personal opinions are:

- We are not going to get Council to agree to turn section 2
- Do we really want to turn section 2? I think it was designed that way because if we ever build on to the cemetery – it would be to the north and west of the current layout. Having section 2 remain with the current layout would have the wording facing the main driveway of the cemetery.
- Leaving the current layout of section 2 would also put the flagpole in the middle of the cemetery when any future additions are made to the north and west. Remember, this is a forever project, perhaps we shouldn't be designing the layout for the first phase, but rather think more long term.
- After listening to the Tichy's at Sheffield last week, the writing on the stones can be whatever direction the Cemetery Committee choses – but we just have to stay consistent once it is decided (which was decided when we met with the Mayor). Drive through Chagrin Cemetery, stones go everywhere. Let's just stick with what we planned, neat, orderly stones, with writing facing the visitor standing at their feet. Let's just get it in the rules so it's documented.
- I think at the meeting on July 10th, we need to decide on the face of the writing, the husband/wife layout, etc. and get those things in the rules and regulation at the July Council meeting.
- In regards to symbols on headstones, I don't think we can tell people they can't put something on that they want (as long as it isn't vulgar, etc). People have the right to freedom of speech.

Like I said, these are my personal opinions. I don't think now is the time to start redoing everything, we just have to get some of the details put into the rules and regulations so they can be enforcedwe have less than a month.

Have a good day!

-Danielle Romanowski

Danielle Romanowski
 Village of South Russell
 Fiscal Officer
 5205 Chillicothe Road
 South Russell, OH 44022
 440-338-6700 x 221
fiscalofficer@southrussell.com

***** Please be aware that this e-mail is a public record. Anything to or from it is also a public record.

6/26/2015

Cemetery To-Do List

- 1) Turf Damage
- 2) Replace plants in Garden area (new deer resistant plants)
- 3) Flag pole in location after 07-13 council meeting
- 4) Replace pins removed during well installation (1 & +)
- 5) Drainage swale (sod or matting)
- 6) Weed and mulch beds and trees
- 7) Signs (3 + 1 at village hall (Cemetery Office))
- 8) Front ditch enclosure with inlets
- 9) Gate stops when open
- 10) Front light bulbs
- 11) Mow & whip
- 12) Roadside mow north of driveway
- 13) Sand bags for Table
- 14) Plaques

BAINBRIDGE TOWNSHIP INDIGENT & UNCLAIMED BODY BURIAL POLICY

PURPOSE

The Board of Trustees of Bainbridge Township recognizes its legal duty to provide for indigent and unclaimed body burials. This Policy is to insure compliance with Section 9.15 of the Ohio Revised Code, and to provide appropriate disposition and interment of the bodies of deceased indigent and unclaimed persons found within Bainbridge Township. It also provides the determination of residency and indigence of the decedent.

DETERMINATION OF RESIDENCY

Since there *is* no statutory definition of residency, the Township shall generally consider a person to be a **resident** of the Township if the person at the time of death, had a physical presence in the Township, coupled with the choice and intent to make the Township the place of the person's home, or the place for which the person is most intimately connected or identified with.

In making a **determination** of residency the Township shall consider the following factors:

- 1) Ownership of real property within the Township;
- 2) Being a registered voter and/or voting in a precinct within the Township;
- 3) Address appearing on driver's license or State ID;
- 4) Address appearing on Federal, State and Local Income Tax Returns;
- 5) Address appearing on Motor Vehicle Titles;
- 6) Receipt of mail within the Township;
- 7) Enrollment in the Kenston Local School District or minor children's enrollment in the Kenston Local School District;
- 8) Reputation within the community of residing within the Township;
- 9) Other relevant facts establishing a connection with the community evidencing the intent to be a resident of the Township;
- 10) Not an inmate of a correctional, benevolent or charitable institution of Ohio.

DETERMINATION OF INDIGENCY

In determining the indigence of the decedent, the Township shall consider the following elements:

- 1) The ready availability of real or personal property of the decedent, which if sold would provide sufficient funds for the burial;
- 2) Any employment death benefits, pensions, annuities, social security, unemployment compensation; life insurance proceeds made payable to decedent's estate; cash on hand or other financial resources available to decedent;

BURIAL PROCEDURES & COSTS (OPENING & CLOSING):

1. The current costs for burials are:

	Weekday	Saturday	
(a) Adult Casket	\$750.00	\$875.00	(per person/burial-transit permit)
(b) Infant Casket	\$250.00	\$350.00	(per person/burial-transit permit)
(c) Cremation Urn	\$300.00	\$400.00	(per person/certificate of cremation)

2. The Sexton may request the family to produce their Right to Bury form.
3. There will be no burials on Sundays or legal holidays. ✓
4. The Village must receive 48 hour notice (two business days) for burials. There will be no burials after 12:00 noon on Saturdays. ✓
5. Only one adult casket may be buried in a grave. An infant casket or two cremation urns may be buried on top of an adult casket-filled grave; or three cremation urns may be buried in an unused full size grave.
6. The west end of the grave is the 'head' end; the husband is buried in the south grave and the wife in the north grave of their two graves.
7. No burial may be made closer than three (3) feet to an existing large family monument in order to protect the stability of the monument.
8. A concrete vault is required with all burials except cremations which must be in a marble or metal urn approved by the Sexton.
9. All burials (caskets and cremation urns) shall be done by Village employees.
10. Human remains only may be buried in the cemetery. No objects are permitted other than caskets, vaults & urns.
11. The Sexton will seed graves when weather permits.

GRAVE MARKERS

1. All grave markers must have prior approval of the Sexton. Large monuments which cover an entire grave are no longer permissible.
2. All grave markers must be placed on a concrete foundation provided by the cemetery at a cost determined by the Board of Cemetery Trustees.
3. Grave markers are to be placed at the west end of the grave site - the head of the grave. Exceptions, due to individual circumstances, will be determined by the Board of Cemetery Trustees and the Sexton.
4. Only one grave marker, a maximum of 30" wide for a single grave and a maximum of 60" wide for two adjoining graves, is permitted on a grave. A second marker, not exceeding 24"x12" in size, may be placed flush with the ground in front of the grave marker on a full size grave.
5. Any grave marker greater than 36" in height must have prior approval of the Board of Cemetery Trustees.
6. All bench requests must be approved by the Board of Cemetery Trustees. A bench will require a minimum of two (2) graves and must be granite, marble, or limestone and must be pinned. All

Darrell Johnson - Street Commissioner

From: "Danielle Romanowski" <fiscalofficer@southrussell.com>
Date: Monday, May 04, 2015 10:53 AM
To: "Ed Pyle" <ed.pyle@tier5labs.com>; "Cindy Nairn" <cindynairn@gmail.com>;
<ph.mills@roadrunner.com>; <streets@southrussell.com>; "Jennell Dahlhausen"
<adminassist@southrussell.com>; <svrkoons@gmail.com>; "Danielle Romanowski"
<fiscalofficer@southrussell.com>
Subject: Cemetery Meeting 5/27/15

Please mark your calendars for **Wednesday, May 27th at 7 am** for the Cemetery meeting. At this meeting we will look to set a definitive opening date, finalize opening ceremony details, and review any outstanding items. Please bring your calendars so we can schedule the opening.

-Danielle Romanowski

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Darrell Johnson - Street Commissioner

From: "Danielle Romanowski" <fiscalofficer@southrussell.com>
Date: Tuesday, April 28, 2015 2:22 PM
To: "Ed Pyle" <ed.pyle@tier5labs.com>; "Cindy Nairn" <cindynairn@gmail.com>;
 <ph.mills@roadrunner.com>; "Matt Brett" <Matt.Brett@fleetmatics.com>; "Jennell Dahlhausen"
 <adminassist@southrussell.com>; <streets@southrussell.com>
Subject: Cemetery Update & Meeting date

First of all I would like everyone to know that Council approved the scattering garden price change to \$350 for all scatterings and eliminate the \$150 paver only option. We will revise the price list and brochure.

Secondly, we requested amendments to our budget in the amount of \$5,822 for the rubber matting, outrigger pads, flagpole & flags, dedication plaque, address plaque and additional software costs – Council approved \$4,000 and approved everything but the rubber matting – but instead approved using plywood for that until a further determination is made on whether this task will be continue to be done in house or outsourced long term. Darrell was to contact The Flag Store in Newbury today to have them hold a flagpole for us. Darrell and I will work on designing the plaques and I will also check with Eric if he got pricing for this item. We hope to have Council approve the layout at the next meeting to get them ordered as soon as possible.

The fencing was fixed yesterday as well as the trees moved. The granite walkway to the scattering garden was put in yesterday and we were told by the contractor it will look better once it rains and has some of the top surface is sloughed off by foot traffic. The deer liked it a lot and decided to walk through it! The Service Department employees were fixing it this morning to remove the hoof prints. They will cover it once it is fixed.

Finally, in an attempt to schedule the next cemetery meeting, what is everyone's availability for:

Tuesday, May 26th at 7 am

Wednesday, May 27th at 7 am

Thursday, May 27th at 7 am

Have a great day!

-Danielle Romanowski

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**Cemetery Committee Meeting – 7:00 A.M.
Wednesday, May 27, 2015**

AGENDA

- **Review Map supplied by CT Consultants**
- **Status Update**
 - **Software**
 - **Construction**
 - **Internal Controls**
 - **Cemetery Clerk Procedures**
 - **Funeral Burial Procedures**
- **Set opening date**
- **Review Timeline for ceremony**
- **Review Press Release**

Darrell Johnson - Street Commissioner

From: "Danielle Romanowski" <srvcclerk@neohio.twcbc.com>
Date: Tuesday, April 14, 2015 3:43 PM
To: "Ed Pyle" <ed.pyle@tier5labs.com>; <ph.mills@roadrunner.com>; "Cindy Nairn" <cindynairn@gmail.com>; "Jennell Dahlhausen" <adminassist@southrussell.com>; <streets@southrussell.com>
Subject: Cemetery Meetings

Originally I reached out to the Cemetery Committee to try to set up a meeting for 4/20 at 9 am to discuss the following:

- Discuss ideas for ribbon cutting, who to invite, time, formality, etc.
- Review "to do" list
- Prepare for Thursday 4/23 meeting with Mayor
- Review list of supplies still needed to purchase prior to cemetery opening
- Discuss news release
- Assign tasks
- Make sure all final preps are complete or assigned for completion

However, our meeting with the Mayor is scheduled for 4/23 at 7 am. Does the Committee still want to meet on 4/20 to prepare for the Thursday 4/23 meeting with the Mayor, or do you just want to meet with the Mayor and discuss the items at that time? It's the Cemetery Committee's call and no big deal either way. Just let me know which you prefer.

Additionally, as an FYI to the Cemetery Committee:

- The cemetery has been pinned, however, they found that two trees are planted on top of some graves. Those trees will be moved in the very near future.
- The well should be dug within the next two weeks
- The software for the cemetery is being finished

-Danielle Romanowski

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AGENDA

Cemetery Work Session – with Mayor

Thursday, April 23, 2015 – 7 am

- Update
 - Well dug
 - Timing for installing holding tank, faucet, pump
 - Timeline for Service Dept to complete repair work
- To be done
 - Rubber matting – approx. cost \$2,672
 - Aluminum plates or plywood for outrigger pads - \$328
 - Pea sized stones and topsoil - \$200 (budgeted 2015)
 - Flagpole
 - \$555 for flagpole, \$60 for flags – in stock item – can call and order when needed
 - Keep area grass for now and landscape later
- Announcement of opening
 - News release to reporters
 - Ad in CVT of cemetery opening
 - Website
 - Local funeral homes
 - Advertise in church bulletin
- Ribbon Cutting
 - Date
 - Invitees
 - Don Barriball, O'Donnell, Wolfe, Former CCL, CT, Sitetech, Eklund, LaTourette, Joyce, Flaiz, etc.
 - Time
 - Formality
 - Boy Scouts – flag raising
 - Large scissors for ribbon cutting
 - Need ribbon
- Plaque
 - Address on one side and plaque on other
- Step-by-step process

- Flagpole
 - \$555 for flagpole, \$60 for flags, \$75 solar light
 - Flagpole is in stock item – can call and order when needed
 - Keep area grass for now and landscape later
- Announcement of opening
 - News release to reporters
 - Ad in CVT of cemetery opening
 - Website
 - Local funeral homes
 - Advertise in church bulletin
- Ribbon Cutting
 - Date
 - Invitees
 - Don Barriball, O'Donnell, Wolfe, Former CCL, CT, Sitetech, Eklund, LaTourette, Joyce, Flaiz, etc.
 - Time
 - Formality
 - Events
 - Boy Scouts – flag raising
 - Large scissors for ribbon cutting
 - Need ribbon
- Plaque
 - Address on one side and plaque on other
 - Matthews Virtual Plaques
- Administrative procedures
 - Step-by-step run through process of sale, making arrangements with service dept

Cemetery Work Session

MINUTES - Monday, April 20, 2015 – 9 am

Present: Pyle, Nairn, Mills, Romanowski, Dahlhausen, Koons, Johnson

- Update
 - Fence
 - Repair 3rd and last fence post
 - Pinning issues
 - 2-4 trees to be moved by Sitetech as they are either on or too close to grave
 - Cemetery software training
 - Danielle and Jennell to receive training April 28th – half day
 - Electric drop
 - Electricity is in
 - Need lightbulbs
 - Well dug
 - Well digging is done
 - Need to install holding tank, faucet, pump
 - Well is 80 feet deep and pumps 35 gallons
 - When installation is complete – Service Dept needs to do repair work
 - When installation is complete – CT surveyors need to replace several pins
- To be done
 - Brochure revisions of wording
 - Cremation table and table covering
 - Danielle to look at Sam's Club for longer, narrow, portable table
 - Danielle will look for hunter green tablecloth
 - Tent
 - Danielle to look for hunter green portable tent
 - Darrell said Chagrin got tent at Dicks – 3-year warranty was \$10 and replace if breaks
 - Plastic green grass
 - Darrell to forward turf info to Danielle
 - Wood framing
 - Service Dept built wooden square for digging template
 - Supplies needed
 - Ground is very soft – need rubber matting – approx. cost \$2,672
 - Aluminum plates or plywood for outrigger pads - \$328
 - Pea sized stones and topsoil - \$200 (budgeted 2015)
 - Office set up/organization
 - Cemetery map
 - Get from CT to hang on wall
 - Cemetery Clerk bond
 - Emailed to insurance company 4/20/15

**Cemetery Work Session – 7:00 P.M.
Monday, October 6, 2014**

AGENDA

Cemetery Layout

- Grave size change 40" to 48"
- Phase II – open now or hold off
 - CT information for costs to prepare Phase II
- \$500 cost to change layout in software

Rules and Regulations

- Previously approved Rules vs. currently proposed Rules
 - Resident, past resident, employee & past employees previously approved
 - Proposed rules permit non-residents in addition to above
- Indigent requirements
 - 8 cremains per full size lot
- Limit number of lot sales to a family
- Unwanted lots
 - Buy back
 - Price

Approval of prices

- Price comparisons
- SRV price list & brochure
- Benches

Equipment & Supplies

- List of requested supplies for opening/closings

Proforma

- Property cost
- Construction/Set up costs
- Revenue & Expenses

Dedication Ceremony

- November/December 2014
- Plaque on front stone

Opening for sales/burials

- Spring 2015

At the October 13 Meeting, the Cemetery Committee is requesting approval of:

- New layout - 48" width lots
- Cemetery software corrections \$500
- Appropriation amendment \$7,000 – (well for cemetery)
- Approval of agreement with Ayers Well Drilling for \$7,017.92
- Rules & Regulations
- Prices
- Appropriation amendment for any equipment, supplies, software, plaques approved
 - If 2015 expenses – need to be included in 2015 Budget

Cemetery Work Session

Monday, April 20, 2015 – 9 am

- Update
 - Fence
 - Pinning issues – trees to be moved
 - Cemetery software training
 - Electric drop
 - Well dug
 - Repair work
- To be done
 - Cremation table and table covering
 - Tent
 - Plastic green grass
 - Wood framing
 - Supplies needed?
 - Office set up/organization
 - Cemetery map
 - Cemetery Clerk bond to be mailed in once opening date established
 - Flagpole
 - Area layout
- Announcement of opening
 - News release to reporters
 - Ad in CVT of cemetery opening
 - Website
 - Local funeral homes
- Ribbon Cutting
 - Date
 - Invitees
 - Time
 - Formality
 - Events
 - Boy Scouts – flag raising?
- Plaque
- Administrative procedures
 - Step-by-step run through process of sale, making arrangements with service dept

Cemetery Timeline as of October 1, 2014

- 7/2008 – Mayor Brett appoints Mills, Nairn & Pyle to Cemetery Committee
- 9/2008 – Constructed Mission Statement
- 10-5-2008 – Attended the Fall Festival
- 11-5-2008 – Met with Ned Foley of CT Consultants
- 11-10-2008 – Presented packet to Council at Budget Work Session
- 11-2008 to 3-2009 – Nairn & Mills visited 10 area cemeteries and collected their Rules and Regulations, price lists, Sexton Responsibilities, etc.
- 1-2009 – Began developing Cemetery Proforma
- 2-20-2009 – 3 hour meeting with Michal Lawrence – gave information on 15 local cemeteries
- 3-9-2009 – Nairn & Pyle met with Joyce Bond of CT Consultants; she discussed her plans for Section 1. The Police Chief at that time, Jim Wetzels, stated a gate, fencing will be necessary around the Cemetery.
- 4-9-2009 – Studied Geauga County data to estimate # of burials
- 4-27-2009 – Presented detailed Power Point Presentation
- 5-9-2009 – Ed Pyle presented Cemetery Proforma
- May/June 2009 – Trips to area cemeteries
- 7-13-2009 – Council Members received drawings and packet of information. Committee requested funds survey work and drawings of cemetery
- 8-13-2009 – Made presentation to Planning Commission
- 8-26-2009 – Survey work completed by CT Consulting
- 9-20-2009 – Attended the Fall Festival – Nairn & Pyle had display of cemetery progress and plans
- 11-2009 – Council requested that the Committee find and work with a consultant
- 1-2010 to 3-2010 – Cemetery Committee interviews 3 consultants
- 4-2010 to 6-2010 – Intense work sessions resulting in 12 page Rules and Regulations booklet with help from David Shanteau, Executive Director of the Ohio Cemetery Foundation and Cemetery Consultant for SRV
- 9-24-2010 – All day Work Session with David Shanteau to develop a proforma, columbarium plans, rules, and deciding on an Engineering Firm to be hired.

10-21-2010 Discussed 3 Engineering Firms with Joyce Bond

11-2010 to 1-2011 – Worked on 15 large binders including cemetery details

Spring 2011 – Continued to work with Shanteau to decide which Engineering Firm to hire

8-2011 – Began researching cemetery software companies

Spring to summer 2012 – Romanowski conducted research on cemeteries collecting data on pricing, number of annual burials, cemetery maintenance costs and procedures

6-5-2012 – All day work session to walk through the cemetery property with Johnson, Hocevar, Haibach, Shanteau. “Good” trees were tagged on the property. 3 software companies made presentations to the Committee

July 2012 – Obtained several quotes to clear 2 acres of the cemetery property and a quote for a sign near the proposed entrance

8-2012 – Council adopted the proposed rules and regulations

8-2012 to 12-2012 – CT Consultants completed field study and landscaping designs

3-2013 – Proforma and cemetery design revised

Fall 2013 – Received finalized plans for plans for section 1 and section 2 (S2 for future use)

9-24-2013 – SRV and Cemetery Committee receive CT Consultants formal cemetery proposal

1-27-2014 – Council approved \$200,000 for the 2014 Cemetery Budget

4-2014 – Public notice to prospective bidders after 4-14-2014 approval from Council

6-2014 – Bid from Sitetech, Inc. is accepted for the cemetery construction

6-2014 – Amend Cemetery appropriations increasing by \$50,535

7-2014 – Amend Cemetery appropriations increasing by \$3,000


Darrell Johnson


From: "Danielle Romanowski" <srvclerk@neohio.twcbc.com>
Date: Monday, September 15, 2014 12:57 PM
To: "Matt Brett" <Matt.Brett@fleetmatics.com>
Cc: <epyle@windstream.net>; "Cindy Nairn" <cindynairn@gmail.com>; <ph.mills@roadrunner.com>;
"Jennell Dahlhausen" <jennellsrv@gmail.com>; "Darrell Johnson" <streets.srv@southerussell.com>
Subject: Cemetery Meeting Follow Up

Matt –

The Cemetery Committee met this morning and asked me to follow up with you. They feel it would be best to have a work session with you and Council on October 20, 22 or 23rd to make some decisions on details of the cemetery, (possibility of plotting phase II, residents vs. resident/non-resident, limiting grave sales, approval of pricing, buying back unused graves, approval of Rules and Regulations, etc.) The consensus from the group was they preferred having an opportunity to share recommendations, thoughts and ideas with you and Council in a less formal atmosphere as they feel that would be more productive. Their intention is to leave that meeting with a thorough understanding of the project for all involved along with a final set of Rules and Regulations. This meeting could also serve as their 2015 Budget meeting as details in the running of the cemetery would be discussed.

Please share your thoughts and availability for those dates.

Thank you.


Danielle
9/15/2014

Darrell Johnson

From: "Cynthia Nairn" <cindynairn@gmail.com>
Date: Thursday, October 23, 2014 10:39 AM
To: "Jennell Dahlhausen" <jennellsrv@gmail.com>; "Village Hall" <srvclerk@neohio.twcbc.com>; "Darrell Johnson" <srvstreetcommissioner@neohio.twcbc.com>
Subject: Fwd: Dear Cemetery Committee:

----- Forwarded message -----

From: William Koons <wnek3@roadrunner.com>
Date: Wed, Oct 22, 2014 at 9:21 AM
Subject: Dear Cemetery Committee:
To: "J. Edward Pyle" <epyle@windstream.net>, Cynthia Nairn <cindynairn@gmail.com>, Patti Mills <phmills@roadrunner.com>, Matt Brett <Matt.Brett@fleetmatics.com>

Dear Cemetery Committee:

Thanks in advance for all your hard work on the cemetery. That being said, I am giving you some ideas that might give you even more work!

I have been gathering some information about local cemeteries. I have attended the Chagrin Falls Cemetery Board of Trustees meeting, spoken at length to Larry Trace, member of the committee; spoken to Bainbridge cemetery secretary Linda Zimmerman; spoken to Newbury secretary Sue Wagner; spoken to Middlefield service director Dan Weir; and plan on attending the Bainbridge cemetery meeting on Wednesday, November 5, at 3:30.

Should we add the following to our rules? I found these in Chagrin's rules and talking to Newbury.

1. Only one adult casket may be buried in a grave. An infant casket or two cremation urns may be buried on top of an adult casket-filled grave; or three cremation urns may be buried in an unused full size grave.
2. The west end of the grave is the 'head' end; the husband is buried in the south grave and the wife in the north grave of their two graves.

I think council is making a mistake in not building a columbarium. Middlefield, Bainbridge and Chagrin all have them. Chagrin has plans for four additional columbaria. Bainbridge has plans for two more. Bainbridge and Chagrin allow nonresidents to be buried in their columbaria. Bainbridge had more cremations than burials in 2013 as did Newbury. Newbury does not have a columbarium. At the November 10 council meeting I will again propose we build a columbarium even though some members of council are against spending more money on the

cemetery.

As to Darrell's equipment wants versus needs, I could not get anyone to say we need a special graving digging bucket to attach to our backhoe. It would be nice but not necessary. Same with the grave boards, nice but not necessary.

Both Chagrin and Middlefield hire a crew to maintain the cemetery. This would allow Darrell to have his men free to work other jobs.

Middlefield and Burton hire someone to dig the graves. Again freeing up Darrell's workers.

Bainbridge has a good description of what is needed to determine who is a resident and Former resident.

I am out of the village until November 3. Hope the well is dug and the second layer of pavement is complete by now with landscaping/fencing coming soon!

Bill

[440-227-1346](tel:440-227-1346)

Sent from my iPad

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To: "Jennell Dahlhausen" <jennellsrv@gmail.com>; "Village Hall" <srvclerk@neohio.twcbc.com>; "Darrell Johnson" <srvstreetcommissioner@neohio.twcbc.com>
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Sent from my iPad

CEMETERY COMMITTEE MEETING
Monday, September 15, 2014 at 9:00AM

In attendance: Ed Pyle, Patricia Mills, Jennell Dahlhausen, Danielle Romanowski,
Darrell Johnson

The Cemetery Committee met to regroup after attending the Council Meeting. A few suggestions that David Ondrey, Village Solicitor, suggested were added to the Rules and Regulations. It was noticed that a cremation disinterment cost wasn't on the price list. The Committee would like to charge the same amount as cremation burial.

The option of extending sales to non-village residents was discussed and the Committee agreed their plan to move forward with selling to village and non-village residents was the best decision at this time. It could be revisited in a half year to see if they want to only sell to village residents or only sell a certain number of graves to non-village residents yearly.

Discussion was held on mapping out and pinning section 2. The Committee asked Romanowski to contact Joyce Bond at CT Engineering to find out additional costs. The Committee felt this would be the best place for a flagpole as well. Dahlhausen added that you could dress up the flagpole by adding bricks around it that can be sold to veterans or as a memorialization, like discussed in the scattering garden.

The Committee would like to hold a work session with Council so they can review the Cemetery documents together in an informal manner. Romanowski will email the Mayor with several dates and Pyle will send a follow up email.

Danielle's notes of - Cemetery Meeting – 9/15/14

Present: Ed, Patty, Darrell, Jennell and Danielle

- Limit the number of graves a person can purchase to 4
- Leave contagious disease paragraph in Rules and Regulations as committee feels it is a moot point
- Corrected Rules and Regulations with Soliticor's suggestions
- FO to contact engineers
 - Approximate cost for engineering design of Section 2
 - With possibility of putting flagpole in center of the section
 - Approximate number of graves that would fit in Section 2
 - Approximate cost for pinning Section 2 – (pins and surveying)
- FO to ask Mayor if Committee can have work session with Mayor and Council to discuss project ideas and details in more casual atmosphere.
 - Suggested dates Oct. 20 or 22. – After reviewing Village Hall calendar – the 20th is already reserved. We will ask for Oct. 22nd or 23rd.
 - Gather information to put together complete packet for Mayor and Council with history of project, work performed, details to be worked out, etc. This will be distributed prior to the work session.
 - Put together bulleted list of what we are looking for when coming out of that meeting - examples:
 - 48" approval
 - Rules and Regulation approval
 - \$500 additional software cost
 - Decision on engineering, pinning, etc. Section 2
 - Residents/Non-residents
 - Prices approval
 - Dedication ceremony
 - Opening date
 - Plaque on front pillar or stone
 - Supplies/equipment to purchase
 - Appropriations to purchase supplies
- Nairn and Mills to put together brief outline of the progress of work completed –
 - Examples - Started with mission statement, researched cemeteries and costs, rules, etc., consultant, ...
- Will copy surrounding cemetery costs that Ed received from Mike Lawrence to share with Council and the committee. SRV costs are in the right range.

Cemetery Committee Update

September 2014

As the construction of the new South Russell Village Cemetery begins, the Cemetery Committee would like to review recently revealed challenges and get final approval from Mayor and Council on multiple items.

Grave size –

- During a recent Chagrin Falls Cemetery burial, Street Commissioner shadowed the Chagrin Falls crew to get a better understanding of the work involved and equipment/supplies needed to perform a burial. Chagrin sells their graves at cemetery standard 48” wide and digs the standard hole at 40” wide to allow for the burial of a standard 34’-36” vault. The SRV graves are 40” wide, so digging a 40” wide hole would leave no room to spare between graves – it would be vault against vault.
- After consultation with Joyce Bond, Eric Haibach, Mayor, Street Commissioner, Fiscal Officer and Administrative Assistant, the Cemetery Committee is recommending that the graves sizes be expanded to the cemetery standard 48” wide. Though this change would result in the loss of 42 graves, it would ensure enough room to perform the opening and closing of burials.
- CT Consultants has revised the cemetery plans, without cost, to reflect the wider graves - revised plans are attached.
- Ramaker & Associates (CIMS software developer) will charge \$500 to revise the cemetery map to the new 48” size configuration.
- The Cemetery Committee is requesting a motion from Council to approve the newly revised cemetery map reflecting 48” graves and 42 less gravesites.
- The Cemetery Committee is requesting a motion from Council to approve \$500 for Ramaker & Associates to correct the cemetery mapping software.

Responsibilities –

- Administrative Assistant will handle lot sales
- Administrative Assistant and Street Commissioner will work together on burial arrangements
- Street Department employees will open and close gravesites
- Fiscal Officer and Street Commissioner are backups in the Administrative Assistant’s absence.
- There is potential interest from Blue Dog to be a backup for the Service Department if needed.

Rules and Regulations

- Rules and Regulation changes include:
 - Opening lot sales to non-village residents to help with revenue
 - Burials of indigents
 - Scattering/Memorial Garden
 - No plantings or artificial flowers

Pricing –

- Updated price list to include scattering and paver charges

Pamphlet –

- Initial pamphlet to be approved. After construction is complete and vegetation is established, the pamphlet will be updated to include additional photos with information.

Ribbon Cutting –

- Ceremony to be held for the grand opening - Tentatively early November

Benches –

- The Cemetery will sell seven (7) memorial benches for the Memorial/Scattering Garden. Once the bench is sold and engraved, it will be delivered to the cemetery for placement.
 - Cost of bench is approximately \$3,500 and the Village would sell them for \$5,000.

Internal Procedures ~

- Casket placement – The placement of the head is typically to the west and feet to the east. If the grave faces north/south, the head is to the north with the feet to the south. Headstone placement is marked in pink on the map.
- Monument placement – The placement of the “head”stone is typically at the end of the grave where the head is placed.
- Location of first burial for cremations – Typically when burying a cremation in an empty lot, you will leave about 2 feet for the headstone and foundation placement and then bury the first cremation directly under where the foundation will be placed.
- 8 indigents to a grave – Regular gravesites allow for one full burial and one cremation or two cremations in each lot. Indigent burials occur when a resident dies within the municipality and doesn't have money to cover the cost of burial and the family refuses to claim the individual. The municipality is required by state law to cover the cremation

cost, bury the individual and provide a stone or plaque with their name, date of birth and date of death. The Cemetery Committee has placed a few graves aside in the event that this might occur. The indigent graves are marked in green on the attached map. Although the requirement for the public is the 2 cremation minimum, we would like to allow for 8 cremation burials so that there are more graves available to the public for purchase. There is plenty of room in one lot for 8 cremations but most communities only allow 2-3 cremations per lot to the public.

Cemetery Meeting

9/15/14

- Grave Size – 48” vs. 40”
 - Loss of 42 graves
- Plot out
 - Current area planned only
 - Mark out phase II
- Sales to
 - Residents only
 - Pros:
 - Evaluate number of sales
 - Time to acclimate to process of selling and burying
 - Taxpayers who support maintenance
 - Easier to go from resident only and add non-residents then reverse
 - Current layout would provide more years of burials
 - Cons:
 - Construction costs would not be recovered as quickly
 - Resident & Non-resident
 - Pros:
 - Increased sales will help offset construction costs sooner
 - Cons:
 - May be overwhelmed with initial sales and possibly burials
 - Non-taxpayers benefiting from maintenance
 - Hard to change to resident only
 - Would need to expand sooner
 - Perpetual fund concept
 - Residents perpetual maintenance is covered by taxes paid
 - Non-residents pay into perpetual fund
- Limit number of grave sales to 4
- Approve pricing
- Opening
 - November 2014
 - Spring 2015
- Work session with Council
- Approval of Rules and Regulations

CEMETERY COMMITTEE MEETING
Friday, September 5, 2014 at 9:00AM

In attendance: Ed Pyle, Patricia Mills, Cynthia Nairn, Jennell Dahlhausen, Danielle Romanowski, Darrell Johnson, Bill Koons, Jay Jones (Gattozi Funeral Home), Brian Rotenbor and Michael Lawrence (Stroud & Lawrence Funeral Home), Rob Arnold (Cemetery Sexton, Chagrin Falls)

The Cemetery Committee met to finalize the Rules and Regulations, price list and increasing the lot width to 48" before the information is presented to Council at their September 8th meeting. Arnold was asked if he had any additional suggestions but he only felt the width of the graves and having stones flush with the ground in the cremation lot section needed changed at this time. The Cemetery Committee agrees with both changes.

The representatives from Stroud and Lawrence think the cemetery lots will sell out within 2½ years and suggested mapping out section 2 while the cemetery is under construction.

The option of extending sales to non-village residents was discussed and the committee is leaning toward only selling to village residents initially. They can revisit this a while after the cemetery is operating and see if they would like to extend to non-village residents. Arnold said Chagrin Falls closed sales to non-village residents about 20 years ago.

DRAFT

This is a *very rough draft* of a summary report we intend to forward to Mayor and Council along with the update rules, procedures, etc. If you think of anything else that you think should be explained to them to go along with their packet, let us know at the meeting on August 29th at 9:00 am.

Send to Council Tuesday, September 2nd

Responsibilities –

- Administrative Assistant will handle lot sales
- Administrative Assistant and Street Commissioner will work together on burial arrangements
- Fiscal Officer and Street Commissioner are backups in the Administrative Assistant's absence.

Rules and Regulations –

- Adopt the revised Rules and Regulations
 - Of note, some of the changes include:
 - Opening lot sales to non-village residents to help with revenue
 - Burials of indigents
 - Scattering/Memorial Garden
 - No plantings or artificial flowers

Pricing –

- Please review the price list for approval

Pamphlet –

- Initial pamphlet to be approved. After construction completion and vegetation has grown, will include additional photos with information.

CIMS Software Map –

- For referece

Ribbon Cutting –

- Ceremony to be held for the grand opening - Tentatively early November

Benches – After much discussion, the Cemetery Committee has decided to provide the attached benches. These will be available to anyone that would like to purchase them as a memorial.

Internal Procedures ~

- Open and close – to be completed in house by the Service Department. Blue Dog has also showed interest and is looking into their pricing if they were to be a backup to the Village.
- Casket placement – The placement of the head is typically to the west and feet to the east. If the grave faces north/south, the head is to the north with the feet to the south.
- Monument placement – The placement of the “head”stone is typically at the end of the grave where the head is placed.
- Location of first burial for cremations – Typically when burying a cremation in an empty lot, you will leave about 2 feet for the headstone and foundation placement and then bury the first cremation directly under where the foundation will be placed.
- 8 indigents to a grave – Regular gravesites allow for one full burial and one cremation or two cremations in each lot. Indigent’s burials occur when a resident dies within the municipality and doesn’t have money to cover the cost of burial and the family refuses to claim the individual. The municipality is required by state law to cover the cremation cost, bury the individual and provide a stone or plaque with their name, date of birth and date of death. The Cemetery Committee has placed a few graves aside in the event that this might occur.

Although the requirement for the public is the 2 cremation minimum, we would like to allow for 8 cremation burials so that there are more graves available to the public for purchase. There is plenty of room in one lot for 8 cremations but most communities only allow 2-3 cremations per lot to the public.

**Cemetery Committee Meeting – 9:00 A.M.
Friday, August 29, 2014**

AGENDA

CONSTRUCTION

- Update

CIMS software

- Update

Well

- Revised Ayers quote \$7,017.92

Open/Close

- Shadow Chagrin
- Supplies necessary

Pamphlet

- Review sample pamphlet

Ribbon Cutting

- Date

Benches

- Picture
- Current cost
- Price to charge
- Delivery/installation

Forms

- Review
- Price list – page 2 highlighted items
 - Cost of paver without scatter
 - Cost for burial late arrivals

Rules and Regulations

- Approve revisions
- Hours of operation

Internal controls

- Indigents – 8 per grave
- Location of first burial if a cremation
- Head direction
- Stone placement and direction
- Infant/Youth Full Burial 0-12 years of age

Darrell Johnson

From: "Jennell Dahlhausen" <jennellsrv@gmail.com>
Date: Wednesday, July 30, 2014 11:27 AM
To: <epyle@windstream.net>; <ph.mills@roadrunner.com>; <cindynairn@gmail.com>; "Danielle" <srvclerk@neohio.twcbc.com>; "Darrell Johnson" <srvstreetcommissioner@neohio.twcbc.com>; <wnek3@roadrunner.com>
Attach: 8-4-14 Cemetery Agenda.docx
Subject: Cemetery Meeting

The Cemetery Meeting has been scheduled for Monday, August 4 at 9AM. Please see the attached agenda for the items that will need addressed.

Cindy ~ Can you contact me with the name (and number if you have it) of the company the committee was looking at for the memorial benches? I would like to ask for updated prices.

Thanks,

Jennell Dahlhausen
Administrative Assistant
Village of South Russell
5205 Chillicothe Road
South Russell, OH 44022
440-338-6700 x 222

7/30/2014

CEMETERY COMMITTEE MEETING
Friday, August 29, 2014 at 9:00AM

In attendance: Ed Pyle, Patricia Mills, Cynthia Nairn, Mayor Brett, Jennell Dahlhausen, Danielle Romanowski, Darrell Johnson, Bill Koons

A recent issue with the width of the lots was discussed. The David Shanteau suggested making the lots 3' by 3" to try to get as many lots in the cemetery as possible. This width leaves no extra room if we needed to bury a larger vault. CT Consultants mapped the lots at 4' so they didn't charge us to change the map but we will have a charge of \$500 to CIMS (Raemaker) since the software was completed early. This change resulted in the loss of 48 lots.

Johnson suggested that we map out section 2 too since its already cleared. The Cemetery Committee thought this would be a good idea but questioned if Council would agree to all of these changes at once. We would have to ask Council to amend the budget if we added the new section because it would increase the amount of markers needed and we would have additional engineering cost for the plans. There were several unforeseen additions that needed made to the budget so the timing might not be right. The Cemetery Committee would like to consider mapping section 2 sooner than they anticipated but would like to hold off on it for now.

After the loss of 48 graves, we now have a total of 150 full and 48 cremation lots.

Mayor Brett stated that Sitetech has begun the cemetery work. There were some delays but they are on track. He was concerned about the siltation and was going to contact the Engineer to make sure it is installed properly.

Romanowski said the laptop was purchased for the cemetery software and CIMS is ready to train us how to use it. The training will be scheduled depending on when the new changes are added.

AYRES Well Drilling quoted \$7,017.92 for the installation of a buried well. Council has not approved this addition to the budget but the ordinance for the change will be on third reading at the September 8 meeting.

Discussion followed about the placement of the flagpole and setting aside 8 lots for a veteran section. The Mayor suggested offering the section for the VFW at a reduced rate if they agree to purchase lots for indigent veterans.

Several changes to the rules were discussed. The Committee would like to add a write up from Bond about the scattering garden and discussed several other internal procedures. Dahlhausen will send the revised version to the Committee before it is submitted to Council.

The Mayor would like to hold a ribbon cutting ceremony for the grand opening of the cemetery in November. A date will be determined closer to the completion of the cemetery. Mayor said he would like some ideas for the ceremony and suggested inviting Senator Eklund. He also thought we should add a stone or some other commemoration at the entrance of the cemetery for the people that have worked on the cemetery.

The crushed granite for the scattering/memorial garden was ordered. The Committee and Engineer Bond decided on the pewter granite. The Committee reviewed several types of benches

and it was mentioned that Engineer Bond suggested the stone or granite benches, which is more permanent than wooden or composite benches. A majority of the Committee agreed that these benches would be appealing for the cemetery setting for purchase to engrave. They may allow a couple composite benches around the cemetery, as they would be more comfortable.

The Cemetery Committee will present their final information to Council at the meeting on September 8, 2014. Romanowski and Dahlhausen will put together a bullet point list of items they need to approve. If they need more time to review the information then it will be added to the September 22, 2014 Council Agenda.

Cemetery Committee Meeting – 9:00 A.M.
Monday, August 4, 2014

AGENDA

Pre-Construction meeting follow up

- Where to dump excess soil after burials
- Select crushed granite color for memorial garden
- Site cleanup of logs & debris - update
- Lamp pole – select different company due to cost?

CIMS software

- Review CAD map

Well

- Review quotes

Open/Close Responsibility

- Update

Infant/Youth

- For pricing - Combine or separate
- Up to what age/size

Benches

- Picture
- Current cost
- Price to charge
- Delivery/installation

Title

- Sexton - (definition) - a person who takes care of church buildings and property and often rings the church's bell during services
- Clerk – (definition) - a person whose job is to keep track of records and documents for a business or office

Cemetery Price Sheet

- Review proposed changes based on costs
- Approve final price sheet

Rules and Regulations

- Approve revisions
- Hours of operation

Pamphlet

- Review sample pamphlet

Ribbon Cutting

- Date

**Cemetery Committee Meeting – 9:00 A.M.
Monday, August 4, 2014**

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Rules and Regulations

- Approve revisions
- Hours of operation

Pamphlet

- Review sample pamphlet

Ribbon Cutting

- Date

CEMETERY COMMITTEE MEETING

Monday, August 4, 2014 at 9:00AM

In attendance: Ed Pyle, Patricia Mills, Cynthia Nairn, Jennell Dahlhausen, Danielle Romanowski, Darrell Johnson, Bill Koons

Romanowski stated it looks like the village will be doing the opening and closing of burials in-house, at least initially, as it appears Gingerich Excavating is no longer interested in providing this service to the Village. Blue Dog has expressed some interest in providing this service to the village in the future.

The committee to classify infant/youth burials as infant through age 12.

During the pre-construction meeting, Sitetech asked if they should keep a section of the cemetery graded lower to dump excess dirt from burials. The Street Commissioner and committee both agreed that hauling the dirt away is the best option for the village.

The committee reviewed colors for crushed granite and different options for benches around the scattering/memorial garden.

The Street Department has removed almost all of the debris left on the cemetery property from the clearing and dumped it at TRC in Newbury for free.

The committee asked Romanowski to contact Joyce Bond from CT Consultants about the cemetery fence. They thought a wrought iron fence with an arch above the entrance was discussed but the plans show a sign on a brick pillar.

Burial hours on weekends were discussed. The Board would like to hold burials until 12PM on Saturdays and will allow burials other hours on the weekend at the discretion of the Street Department's availability. They also decided not to conduct burials on New Year Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Legal holiday burials would be at the discretion of the Street Department's availability as well as a case by case basis.

The area where indigents will be buried was discussed. The committee decided to bury 8 indigents per lot and chose to use lots 35 G and 35 H for the burials. They will look at different options for stones. One cost effective and low maintenance option is having a large stone that is level with the ground and having the company come out to add names to it as needed. Lots 31 A-H will also be set aside for veteran burials. The flagpole will go between these lots and the scattering/memorial garden.

The title for Dahlhausen was discussed. Romanowski stated that a sexton is a person who takes care of church buildings and property, and often rings the church's bell during services. A clerk is defined as a person whose job is to keep track of records and documents for a business or office. The committee would like to look into what surrounding communities use as the title before they make a decision. Romanowski said she will review this with the Mayor.

The committee discussed the need for a well to water the new plantings and grass. Ayers Well Drilling was the only company that quoted for the well, which will cost about \$7,000 with the well vault. Council is in the process of amending the appropriations to cover this cost.

Several changes to the rules were discussed. Dahlhausen will make those changes.

Romanowski reported that the Mayor would like to hold a ribbon cutting ceremony for the grand opening of the cemetery around November 1st.

The Cemetery Committee will meet again August 29 at 9AM to finalize the rules, prices and other details so it can go before Council for approval at their September 8th meeting.

South Russell Village Cemetery

South Russell Village Cemetery is located at 5230 Chillicothe Road. A copy of the map can be viewed in the Village Office.

Lot Sales ~

Full size lots

Village Resident: \$825

Non-Village Resident: \$1,650

Cremation lots

Village Resident: \$600

Non-Village Resident: \$1,200

No grave space may contain more than two cremated remains or one cremated remains and one vault. Village Administration shall have jurisdiction over questions of residency. All grave sites must be paid for in full before a deed to the property is issued. Payments must be made by cash or check only.

Purchasing a lot does not include the opening and closing cost of the grave or any other funeral related expenses.

Opening and Closing Burial Cost ~

Adult Full Burial	\$750 Weekday
	\$850 Saturday
Infant/Youth Full Burial	\$750 Weekday
	\$850 Saturday
Cremation	\$350 Weekday
	\$450 Saturday
Disinterment, Adult	\$1,450
Reburial	\$550
Disinterment, Infant	\$800
Reburial	\$400

All other services must be applied for and approved on an as needed basis. Appropriate pricing will then be determined. All burial related fees must be paid in full by 4PM the prior business day of a burial.

Scattering/Memorial Garden ~

A Scattering/Memorial Garden is available for scattering cremains or a place to memorialize an individual whose ashes have been scattered elsewhere. Scattering ashes in the garden is \$350, which includes the scattering cost and an engraved paver with the individual's name, date of birth and date of death.

If you would like to purchase a paver in the garden for an individual that has been scattered in another location, pavers are available for \$150. This price includes the engraving cost.

If you would like to purchase a bench in the memorial garden honoring a loved one, they can be purchased through the Cemetery Clerk. Benches are available for \$

Foundations ~

The South Russell Service Department installs all foundations. Only authorized personnel is permitted to dig on cemetery grounds.

Standard Foundation costs for Cemetery Grave Stones

1 Ft x 2 Ft = \$274

1 Ft x 3 Ft = \$410

1 Ft x 4 Ft = \$547

1 Ft x 5 Ft = \$684

1 Ft x 6 Ft = \$821

Sickness and Death in the Old South

Facing East, the Traditional Burial Position



Facing East

The traditional Christian method of positioning the coffin or shroud covered body in the grave was to have the body with the head to the west, feet to the east. The body was placed face up. When it was not practical to use the west-east position for the grave, a north-south positioning was the next best option. There the body would then be laid on its side, head to the north and facing east. Not all burials followed the tradition nor did all cemeteries.

The reason for the east facing position is offered by tom kunesch:

Note that in Christianity, the star (of the Jewish astronomers from Iraq [Babylon]) comes from the east. Then there is Matthew 24:27 (NKJ): "For as the lightning comes from the east and flashes to the west, so also will the coming of the Son of Man be ..." thus for the Christian believer in the resurrection of the dead, placing the body facing east will allow the dead to see the Second Coming of Jesus.

When the West-east burial position was used, the graves hardly ever aligned with the true east. The probable reason for that is true east could not be ascertained. Even though the magnetic compass existed when the first settlers established James Town (Jamestown) in 1607, its use was very limited. The earliest graves from Virginia are not aligned true east. (See Martin's Hundred Burial Ground.) The most probable reason for misalignment is that the east was determined by position of the sun on the eastern horizon at sunrise at the time of the establishment of the burial ground. It was the *perception* of east that set the direction, not the compass.

Facing East Burials and Land Surveying

In the words of Louis Simpson:

In this America, this wilderness
Where the axe echoes with a lonely sound,

The generations labor to possess
And grave by grave we civilize the ground.

As the frontier settlers moved westward intruding on Indian lands, the need for grave sites became inevitable. The family burial ground on the family farm was the first of the frontier cemeteries. The custom of family burial grounds kept its strong hold on the rural south, especially in the Appalachian and Cumberland Mountain areas. The local church cemetery came next, but while the family farm and the local church cemeteries were frequently surveyed, the determination of true east was not usually established. They simply did not have the luxury of good surveys, and it is unlikely that even a compass was used later to determine true east for the graves. Undoubtedly, the east direction was determined by sunrise and that changed every day of the year.

In early land records, we often find disparities between legal descriptions and the actual surveys. The cause of this is declination, which is the difference between true north and magnetic north. (Longitude lines run true north - south, while the compass needle points to the magnetic north - at least on our north side of the equator.) Add to that, the early south used a survey system called "meets and bounds" which was poor at best. Certainly we can not rely on the old surveying methods to provide the precision of today's surveying systems. We must conclude that the grave direction was almost always based on someone's opinion and not science.

Potentially, the advent of city cemeteries, especially the later ones, may have allowed for more accurate west-east positioning of the graves. Of course, not all cemeteries were designed with the direction in mind.



Return to: [Project Home Page](#)

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LOT PURCHASE INFORMATION
South Russell Village Cemetery

Date of purchase: _____

Name: _____

Mailing address: _____

Lot purchased for the Burial of: _____

Phone # of purchaser: _____

Lot #: _____ Number of lots purchased: _____

For full or cremation (if known): _____

If multiple lots purchased, please specify the designated name for each lot:

Name: _____ Lot #: _____

Name: _____ Lot #: _____

Name: _____ Lot #: _____

Name: _____ Lot #: _____

Total due: _____

Clerk: _____ Date: _____

Burial Information
South Russell Village Cemetery

Date: _____ Funeral Home: _____

Contact Name: _____ Phone #: _____

Name of Deceased: _____

Lot # _____ Full/Cremation/Scattering: _____

Date of Burial: _____

Where and when service will begin: _____

Service type – Military, Religious, Normal: _____

Time of service at the Cemetery: _____

Veteran? : _____ Branch/war: _____

Special notes: _____

Signature: _____

Completed: _____

Foundation Request
South Russell Village Cemetery

Date: _____

Name: _____

Lot: _____

Foundation size: 1 x 2____ 1 x 3____ 1 x 4____ 1 x 5____ 1 x 6____

Monument will be upright or level with the ground: _____

Monument Company: _____

Phone number: _____

Veteran: _____ yes _____ no

Special request (please specify if foundation is to be placed in the middle of two lots, etc.):

For lots that already have a monument, the second monument will have to be level with the ground

Amount due: _____ Date paid: _____

Signature: _____

Phone number: _____

Completed: _____

Paver/Bench Request
South Russell Village Cemetery

Date: _____

Name of requester: _____

Address: _____

Phone number: _____

Paver request - please print the name, date of birth and date of death

Bench request – please print the name and any other inscription

Amount due: _____ Date paid: _____

Signature: _____

Phone number: _____



10743 Chillicothe Rd.
Kirtland, Ohio 44094
Ph. 440-256-3622 or 800-423-5557
Web site: www.ayerswelldrilling.com

QUOTE

DATE

7/2/2014

INVOICE #

0000008699

CUST #

0002307

BILL TO:

VILLAGE OF SOUTH RUSSELL
5205 CHILLICOTHE RD.
SOUTH RUSSELL OH 44022

SHIP TO:

VILLAGE OF SOUTH RUSSELL
5230 CHILLICOTHE RD
CHAGRIN FALLS OH 44022

P.O. NUMBER		TERMS	SALES PERSON	
		UPON RECEIPT	0050	
QUAN	DESCRIPTION		PRICE EACH	AMOUNT
100.00		6" DRILLING	15.25	1,525.00
50.00	PVC6SDR21S	6" PVC JOHNSON SHUR-A-LOK CASING	14.85	742.50
1.00	PAC6-10	6 X 10 SHALE PACKER	120.00	120.00
7.00		BENTONITE PRESSURE GROUT	39.10	273.70
1.00	CC-6	6" CONDUIT STYLE PVC WELL CAP	37.00	37.00
1.00		GEAUGA COUNTY HEALTH DEPARTMENT PERMIT	390.00	390.00
1.00		FUEL SURCHARGE	35.00	35.00
1.00	S10P4HS05221	1/2 HP STA-RITE 10 GPM PUMP W/ PENTEK MTR.	855.00	855.00
140.00	160BLU100	1" 160 PSI OILCREEK POLYETHELNE PIPE	1.65	231.00
95.00	SC12-2NEO	#12-2 SUBMERSIBLE PUMP CABLE WITH GROUND	1.94	184.30
1.00	RAB-5-4	1" X 1-1/4" BRASS REDUCING ADAPTER	26.50	26.50
2.00	MAB-100	1" BRASS INSERT ADAPTER	16.15	32.30
2.00	SPLKIT	3 WIRE ELECTRICAL SPLICE KIT	8.50	17.00
2.00	TSFLT5	5" FLAT TORQUE STOP	9.75	19.50
3.00	ETAPE	ELECTRICAL TAPE	3.50	10.50
1.00	SIM1840	SIMMONS 1" PITLESS ADAPTER	72.25	72.25
10.00	SS6416	1" STAINLESS STEEL CLAMP	2.32	23.20
65.00	UF-12-2	#12-2 U.F. CABLE WITH GROUND	1.45	94.25
1.00		EXCAVATION & BACKFILL	375.00	375.00
1.00	BENSEAL	BAROID GRANULAR BENTONITE		
1.00		HYDRAULIC CEMENT	7.00	7.00
1.00	FL-12	FLEXCON FIBERGLASS PRESSURE TANK	455.00	455.00
1.00	TFP-FLEXCON	FLEXCON TANK FITTINGS PACKAGE	125.00	125.00
20.00	PVC1SCH40	1" SCHEDULE 40 PVC GLUED PIPE	0.94	18.80
4.00	PVC1MA	1" PVC MALE ADAPTER	1.50	6.00
3.00	PVC1LS	1" PVC ELL S X S	1.65	4.95
1.00	PVC1SLS	1" PVC STREET ELL S X S	4.50	4.50
4.00	PVC1STRP	1" PVC CLICK STRAPS	2.28	9.12
1.00	BBV07CC	3/4" BRASS BALL VALVE S X S	18.25	18.25
1.00	BN0240	1/4" BRASS NIPPLE 1/4" X 4"	6.05	6.05
1.00	JUNCT4X4	4" X 4" JUNCTION BOX WITH COVER	3.95	3.95
1.00	TOGGLE2POLE	2 POLE 230 VOLT TOGGLE SWITCH	21.50	21.50
6.00	CARR05	1/2" CARFLEX CONDUIT	0.85	5.10
3.00	CARR05ST	1/2" CARRFLEX CONNECTOR STRAIGHT	2.46	7.38
1.00	CARR05L	1/2" CARRFLEX 90 DEGREE CONNECTOR	3.91	3.91
7.25		Labor	125.00	906.25
1.00	BA-10-X	CAMPBEL PITLESS ADAPTER FOR AT THE WELL CONTROL	165.50	165.50
1.00	3-AWS	AT WELL CONTROL FOR PRESSURE SWITCH	185.66	185.66

VILLAGE OF SOUTH RUSSELL
5230 CHILLICOTHE RD
CHAGRIN FALLS OH 44022

[illegible]

Resident and Non-Resident

SRV	
Price	
Income	
Adult Grave Sales (resident)	\$ 825
Cremation Burial Right Sales (resident)	\$ 600
Adult Grave Sales (non-resident)	\$ 1,650
Cremation Burial Right Sales (non-resident)	\$ 1,200
Infant Grave (resident responsible party)	
Infant Grave (non-resident responsible party)	
Adult Grave Opening and Closing (weekday)	\$ 750
Adult Grave Opening and Closing (Saturday)	\$ 850
Infant/Youth Opening and Closing (weekday)	\$ 750
Infant/Youth Opening and Closing (Saturday)	\$ 850
Cremain Opening and Closing (weekday)	350
Cremain Opening and Closing (Saturday)	450
Disinterment Adult	1450
Disinternment Infant/Youth	800
Reburial of Adult	550
Reburial of Infant/Youth	400
Scattering of Cremains (includes scattering, paver & engraving)	350
Bench Sales	
Deed/Records Change	
Foundation Charges	
2' x12"	\$ 274
3' x 12"	\$ 410
4' x 12"	\$ 547
5' x12"	\$ 684
6'X 12"	\$ 821
Foundation Charges for Flat Monuments or Memorials	\$ 175



Village of South Russell

5205 Chillicothe Road
South Russell, Ohio 44022
440-338-6700 Fax 440-338-8776

Service Department

Street Commissioner - Darrell Johnson
440-338-6700 Ext.236

Date: August 15, 2014

Time: 8:43 AM

Form: Cemetery Benches

Comments: Below are different benches used in the Chagrin Falls Evergreen Hill Cemetery.



Entrance Pillar



Entrance Pillar

Since already having a stone cemetery name plate, could consider a plaque for each driveway pillar. One with the current village administration and the other with current cemetery committee or all on just one plaque.

Below are different styles and uses of benches



Bench on footer with family name forward.



Family name on front with individual names and dates on top of bench.



Military plaque beneath bench



Military plaque beneath bench



Individual's name on front with personal inscription on top.



Personal inscription on front with personal name and date information on top.



Individual's name on front with individuals name and date and personal inscription on top.



Family name on front with individual names and dates on top of bench.



Large bench with family name and personal inscription.



Over-size large bench with family name on front located on plot. No personal information or personal inscription.



Family bench with family name and individual names and dates on front. Same stone is to the right with other family members.



Same stone as on the left but other side with family name and individual names and dates on front.



Plain bench with individual family member stone in front.



Bench with family name.
Note individual family members stones at top.

Columbarium

Low - no maintenance – Cost recovered

Becoming more used and requested.



Becoming used more for above ground cremation burials.



Columbarium with four cremation benches surrounding.



Family cremation bench with name on front:
One individual cremains in each base stand with individuals name and dates.

Note military plaque between stands.



Blank and unused (not purchased) cremation bench

SHEFFIELD MONUMENTS

SINCE 1876

45 South Main Street, Chagrin Falls, Ohio 44022

Telephone 440.247.8140

Facsimile 440.247.6022

August 11, 2014

South Russell Village
Attention: Jennell

Re: Quote for Gray benches

Four foot straight bench, all polished, pinned but not lettered.....\$ 990.00

Four foot curved bench, all polished, pinned but not lettered..... \$ 1,125.00

Both styled benches will be pinned and delivered to site, footers to be done by South Russell.

Thank you

Darlene M. Tichy
President





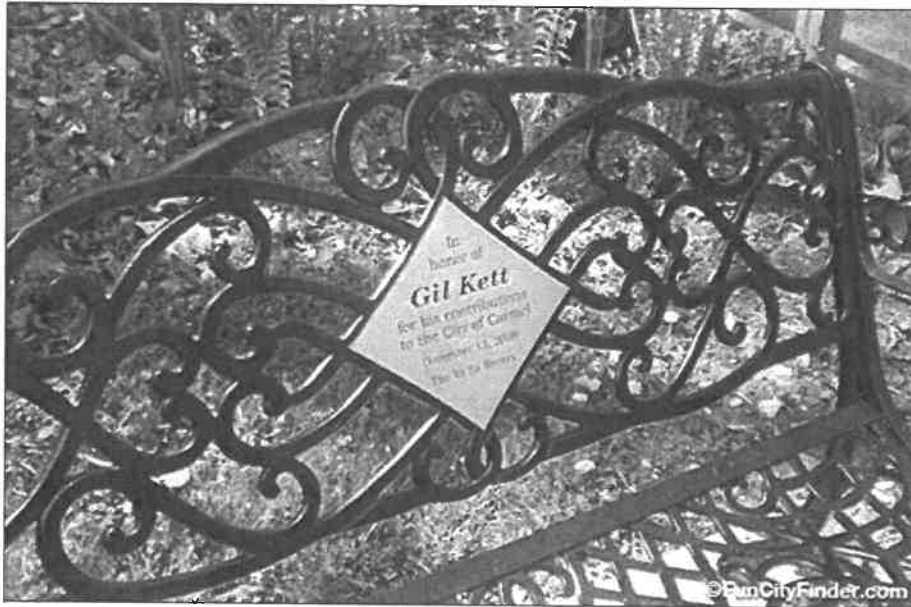
CARMEL PHOTOS

SEE CARMEL LIKE NEVER BEFORE

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Photograph of Iron Gil Kett Memorial Bench in Flowing Well Park

February 28, 2014 by amasters



Photograph of the iron Gil Kett Memorial Bench in Flowing Well Park in Carmel, Indiana.

Filed Under: All Photos, Outdoor Art, Parks

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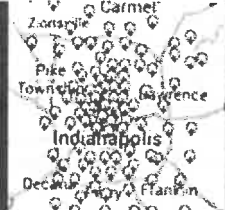
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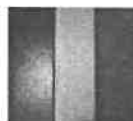
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Emerald Park Memorial Bench

CODE: EP-MemBen-Recyl

List price: \$999.00 You save: \$73.00 (7%)

\$926.00

Frame Color:

- ☒ Green ☐ Black ☐ Brown ☐ Grey
☐ Red ☐ White

Slat Color:

- ☒ Weathered Wood ☐ Cedar ☐ Grey
☐ Mink ☐ Spice ☐ Blue
☐ Forest Green ☐ Brown ☐ Black
☐ White ☐ Yellow

Bench Length:

- ☒ 4' ☐ 5' (+\$88.00) ☐ 6' (+\$144.00)
☐ 8' (+\$307.00)

Please Note your
Recycle Plaque Text
(?):

Engraved Letter
Color:

- ☒ Green ☐ Black ☐ Brown ☐ Grey
☐ Red ☐ White ☐ No Letters

* Due to the size of this item, we will contact you within
1-2 hours with the best shipping quote.

Quantity Discounts:

QUANTITY	6+
PRICE	\$879.7

Emerald Park Memorial Bench. This bench is formed on a cast aluminum frame with 100% recycled plastic slats. Memorial text is engraved and epoxy filled. The Emerald Park Memorial Bench comes in 6 frame colors and eleven slat colors.

Description

The classically styled Emerald Park series offers versatility and low maintenance. The sand cast aluminum frames are modular, allowing you the opportunity to choose the arrangement that best suits your needs.

The Emerald Park bench series is available in two, four, five, six and eight foot lengths and variety of colors. Polyester coating on the frames and the use of select recycled plastic slats provide benches of the highest quality and lowest possible maintenance. Memorial messages can be up to 9 1/2 letters per foot of the bench with messages on up to two of the recycle plastic slats.

This bench comes unassembled to save on shipping cost.

Product inquiry

Need a quick shipping quote?

Please provide as much information as you can and we'll typically reply within minutes!

Your name:

Your e-mail: *

Phone:

Zip/postal code:

Your message: *

Cemetery Pre-construction Meeting

July 25, 2014 at 7:00 AM

Present – Friscone, Kuehn, Brett, Bond, Haibach, Romanowski, Koons, Dahlhausen, Johnson, Nairn

Contractor will send all drawings to Haibach and he will forward what is necessary to Bond. Prevailing wage information will be submitted by the contractor to the Building Department weekly. Any change orders will need to be approved by the Village. The Mayor asked if they notice a logical or significant change to let the village know as soon as possible so it can go before Council for approval.

The Mayor stressed that he is concerned with the erosion control, which is a current issue with the assisted living center and muddy storm water flowing into a community lake. Both the assisted living center and the cemetery projects neighbor this community. Sitetech said they will have all measures in place to appease this issue but they can't prevent muddy runoff if the extensive rainstorms continue.

Kuehn said the grading will be completed with a GPS/GIS bulldozer programmed by CT Consultants. The contractor asked what happens with excess dirt when graves are dug and asked if the village would like to consider a "lower" section so there is an area to dump extra dirt that would build up over time. If SRV plans on this, the best area would be the rear of the cemetery.

There is no timeline or schedule but Sitetech thinks they will begin construction the week of August 11. In the meantime they will be reviewing the CAD files and send their surveyor to look at the site. Sitetech will send crushed granite samples to the village to be used in choosing a crushed granite color for the memorial garden. The Mayor asked Sitetech to let the Village know if the start date changes. Sitetech usually works four, ten-hour days, beginning at 7:30AM.

Sitetech said the catch basin orders are 2-3 weeks out and they will first set up siltation fences for the storm water runoff. The contractor didn't expect as much debris on site as there is from the clearing and they're concerned that the debris will contaminate the topsoil. The Street Department will have the area cleaned in the next week.

Sitetech was advised to use the existing culvert but place head walls on either side. They will show SRV how the driveway will lay out with the existing culvert in place in case changes need to be made. The most extensive earthwork and installation of the road should be completed by the end of August. Sitetech is thinking everything should be done by the deadline of early October.

Sitetech was concerned that the light poles would take too long to order and will provide alternate companies to CT Consultants that won't take as long.

Mayor mentioned that the village would like to install a well on the property but probably wouldn't have final approval until early September. He asked if the contractor could proceed with the plan that the village will install a well sometime soon. The Village Engineer stated the electric drop near the entrance of the driveway will need conduit for a well setup.

The next step the Village has is to choose the granite color and to approve a contract with CT Consultants to have them install the pins with the lot numbers. Romanowski will have to amend the appropriations to cover this cost.

CEMETERY COMMITTEE MEETING

Wednesday, July 9, 2014 at 9:30AM

In attendance: Patricia Mills, Cynthia Nairn, Jennell Dahlhausen, Danielle Romanowski

The committee discussed the proposed scattering/memorial garden and whether it should be moved to section 2. A phone call was placed to Joyce Bond from CT Consultants so she could explain a couple things on the current map. There are two basins, A & B, located next to the cemetery. They are about 2 feet deep with special, sandy soil as an EPA requirement for run off. Basin A is a little higher than basin B. Basin A was considered as a buffer for the scattering garden. Bond added that the cremains will need to be raked into the soil by an employee. After discussion, it was decided to keep it in section 1 as planned.

Bond sent an email to the Committee with prices for small pavers to be placed in the scattering/memorial garden. The granite pavers would cost about \$80 each for a total of about an additional \$16,000 added to the project. Red pavers would be the most cost effective option at just under \$25 each - for a total of about \$4,425. The pavers will be used to memorialize names of individuals in the scattering garden. This will include 152 pavers, plus 12 extras that will be used for engraving so there won't have to be an empty space from a missing paver in the garden when a brick is being engraved.

The committee discussed options for a water well. Bond noted several possible locations on the map and added that the Village would have added maintenance if they decide to install a well, such as winterizing it yearly. Ayers Well Drilling quoted \$5,861.41 to drill the well at the cemetery. The engineers feel that rather than having a well house, the pump can be placed underground in a shallow hole where the top would be flush with the ground.

Dahlhausen went over some of the requirements for registering cemeteries with the Ohio Department of Commerce. Romanowski suggested that once everything is put together for the cemetery, (registration, rules, procedures, etc.) that the Village have Solicitor Ondrey review it all to make sure everything is handled correctly and nothing is overlooked.

Romanowski is going to request that Council approve the CIMS software at the July 14 meeting. She will also be asking for an increase in the budget for several items such as the pavers and the well.

Romanowski reported that the Mayor would like to hold a ribbon cutting ceremony for the grand opening of the cemetery. The Mayor also felt that Council chambers would be a good meeting place to conduct cemetery business.

The committee reviewed Gingerich Excavating's quote for opening and closing of graves. After comparing the costs vs. the projected fees that would be charged, it was decided the committee may want to consider making some changes to the fees charged. Since Pyle, who is the chair and numbers person on the committee, wasn't present at this meeting, the committee thought it would be best for Romanowski and Pyle to meet and discuss possible changes to the fee structure. Romanowski will contact Pyle to set up a meeting to review these numbers.

The scattering/memorial garden fees were discussed. The Committee felt that a good starting fee for scattering ashes with a paver and engraving would be about \$350. They discussed that they

can always raise the price in the future if scattering is a popular sale. Dahlhausen will call Sheffield Monuments and ask for the cost to engrave a paver. Again, this is an item that Pyle would have to weigh in on.

The Committee briefly talked about the rules and would like to extend plot sales to non-village residents. Dahlhausen will draft something concerning indigents for the Committee to review and revise.

Issues the Mayor wanted decisions on for the July 14, 2014 Council meeting included ~

- 1.) Burial Rates and percentage for surcharge
- 2.) Charges for scattering garden
- 3.) Changes to map – Memorial/Scattering Garden
- 4.) Hours of operation
- 5.) Well option and location
- 6.) Revised proforma including indigent burials and revised costs and fees
- 7.) Registering Cemetery with Dept. of Commerce

Given the number of items to be addressed and the length of the meeting, it was decided that the items that were more construction related be ready for the Council meeting as the others would require more time to prepare. Therefore, the following items will be ready for the July 14th meeting.

- 1.) Changes to map – Memorial/Scattering Garden – no changes would be made to the location. Bond will confirm with the EPA that there are no issues, but this is the original scattering garden that the committee desired. Would need to request additional \$4,700 for red bricks for scattering/memorial that wasn't included in contract bid.
- 2.) The committee would like to get the well installed now rather than tap off the rental house. After discussion with Bond, with the location of the well now, tapping into the rental house would not be as easily done as when the cemetery was planned in the prior location. Would have to ask Council for \$6,000, plus find out cost for underground pump placement.
- 3.) Revised proforma is NOT going to be ready for Monday's meeting unless Romanowski and Pyle can arrange a meeting or phone conference. Some items such as burial of cremains were overlooked on original proforma. Romanowski will contact Gingerich and get revised quote per his discussion with Dahlhausen on revising numbers since he will not be the only one digging burials.
- 4.) Registering with Ohio Department of Commerce is not a big deal. Only needs to be done once and no charge as this is a government cemetery.

Additionally, Romanowski will ask Council's permission to purchase the CIMS software at a cost of \$4,845 for option A, half day of training for \$475 and \$200 for utility layer on map for a total cost of \$5,520.

The cost for a new laptop to run the cemetery on is estimated at \$900 and that will be asked for as well.

CEMETERY COMMITTEE MEETING

Monday, June 30, 2014 at 7:00AM

In attendance: Mayor Matt Brett, Darrell Johnson, Patricia Mills, Ed Pyle, Cynthia Nairn, Eric Haibach, Jennell Dahlhausen, Danielle Romanowski

Mayor called on the Engineer for the status of the cemetery construction. Engineer stated that he will be scheduling a pre-construction meeting with SiteTech hopefully this week. This is the company that Council has chosen for the construction project. The clearing of the 2 acres is almost complete. Engineer will keep in contact with the Board when the pre-construction meeting is scheduled.

The Mayor discussed the operations of the cemetery and said he would like Dahlhausen to be the main person for sales and administrative with Romanowski as the backup for administration and Johnson as a backup for sales. After reviewing Gingerich Excavating's quote for opening and closing of graves, Mayor also discussed having the Service Department complete opening and closing of graves on weekdays and have Gingerich Excavating as the backup for weekends and holidays to eliminate some overtime, as well as times the Service Department is too busy for burials. The Mayor added that he likes the fact that outsourcing gives more flexibility.

Johnson asked who would remove snow from the ground to the gravesite when a burial is going to take place. Dahlhausen replied that in the Village of Burton Gingerich Excavating hand dug the snow to the lot. She added that although the Service Department might not have to show up to dig the grave on weekends that there may be some overtime involved with burials since someone will need to meet with Gingerich Excavating to verify the burial location. Dahlhausen added that she didn't need to stay for burials in the Village of Burton so only looking for the grave shouldn't involve much overtime.

Johnson asked if Gingerich Excavating was available for opening and closing of burials if contacted the day before a burial. Dahlhausen stated that they're available whenever they're needed. Mayor asked Dahlhausen to get something in writing stating that Gingerich Excavating doesn't charge extra for different hours of the day and that they will restore any damaged areas from their equipment.

Mayor suggested setting the open/close rates at something comparable to what was quoted by Gingerich Excavating with adding a surcharge to that price. Pyle said he would like to see the surcharge as a percentage of the open close price. Mayor asked Dahlhausen and Romanowski to meet with the Cemetery Committee to review rates and use the quote as a template. They will also need to review the hours of the cemetery.

Nairn said she will look at other local cemeteries handouts including prices for burials and lots so the Village can put together an informational pamphlet soon.

Engineer said that the contract for the cemetery construction states that SiteTech will install the road by August 29 and a deadline for the landscaping to be completed by October 10. This doesn't include the grass to be growing so it won't look totally complete by then. The question arose as to whether they should have CIMS start on the software before the road is installed in case they might have to alter if they run into any issues during construction. Mayor asked Romanowski to contact CIMS to see if this is an issue.

Options for a water well were discussed. The Committee talked about tapping into the rental house or running a hose temporarily to water the grass. Romanowski said she spoke with Pichan Well Drilling and got a rough estimate of \$2,500-\$3,000 for a pump well. Mayor asked that she contact Ayers Well Drilling Company and get a quote from them as well. Engineer said the map says the well will be placed in section 2 of the Cemetery which is a future phase of the project. There was discussion about placing the well by the electric drop and a well house. The Engineer will take the lead on these issues.

Pyle said he hasn't heard back from the VFW about purchasing lots or installing a flag pole at the cemetery.

The memorial garden was discussed. It was thought that this could be incorporated with the scattering garden and Johnson suggested moving this to section 2. This would also add a couple more lots to sell. The Committee will have to decide if they would still like to have the pavers and a bench area or just have a stone that small plaques can be added to with the names of people scattered in the memorial area. They will discuss this at their meeting with Dahlhausen and Romanowski.

Dahlhausen contacted EPA concerning the scattering garden and the regulations regarding that. The EPA stated a large buffer of shrubs or some kind of vegetation is needed since cremains are not permitted in storm water discharge. The Engineer will follow up with the EPA for more specifics on this topic. If the scattering garden is moved to section 2, that would make it further away from the creek that runs next to the cemetery which is another plus to moving it.

The Engineer also reminded everyone that the contract with SiteTech doesn't include the installation of plot markers. This is something the CT Consulting quoted at around \$14,000.

Tasks ~

Danielle/Jennell ~

CIMS Software

Quote from Ayers Well Drilling

Contact Gingerich Excavating – specifications on hours and restoring any equipment damage

Eric ~

Well house or where to run lines from the rental house

Contact EPA – scattering garden

Design cost to move garden

Ed ~

Proforma

Contact a priest about blessing graves

Contact VFW

Issues to discuss and have decisions on before the July 14, 2014 Council meeting ~

Burial Rates and percentage for surcharge

Charges for scattering garden

Changes to map – Memorial/Scattering Garden

Hours of operation

Well option and location

Revised proforma including indigent burials and revised costs and fees

Registering Cemetery with Dept. of Commerce

General issues that need to be thought about ~

COUNCIL WOULD NEED TO APPROVE SIGNAGE AND CHANGES TO THE RULES

CREATE CENTRALIZED LIST OF THOSE THAT WISH TO BE BURIED THERE

BLESSING GRAVES

VETERANS

INDIGENTS AND ADDING A SECTION TO THE RULES

PLANTINGS

INCREASE TO THE BUDGET

CEMETERY OFFICE LOCATION

Darrell Johnson

From: "Darrell Johnson" <srvstreetcommissioner@neohio.twcbc.com>
Date: Thursday, June 26, 2014 1:53 PM
To: "Cynthia Nairn" <cindynairn@gmail.com>; "Ed Pyle" <epyle@windstream.net>; "Patti Mills" <phmills@roadrunner.com>
Cc: "Danielle Romanowski" <srvclerk@neohio.twcbc.com>; "Matt Brett" <Matt.Brett@fleetmatics.com>; "Jennell Dahlhausen" <jennellsrv@gmail.com>
Attach: 2014 Cemetery Concerns and Issues B.docx
Subject: Information for Cemetery Meeting June 30th

To ALL;

In preparation for the upcoming Cemetery Meeting on Monday, June 30 at 7:00 a.m., I am providing you with information for your review from very local cemeteries (around South Russell) so as to be able to review any of the current rules and regulations for our cemetery in question.

Some cemeteries have limited information posted online and others have complete copies of the rules and regulations.

Several items to be considered are:

- 1) On-house or contracted openings and closings of graves
- 2) After hour burials
- 3) Saturday, Sunday, and holiday burials
- 4) Advance notice of burial
- 5) Casket location/direction (head end)
- 6) Gravestone location/direction (face of headstone to compass direction)
- 7) Location of first cremains if multiple cremains are expected
- 8) Annual grave plantings
- 9) Flag placements
- 10) Management staffing
- 11) Cemetery Office
- 12) Costs
 - a) Graves
 - b) Footers or foundations for headstones

These are only some of the items still open for discussion for I think we want to get it right the first and only time to produce a complete set of rules and regulations.

See you all Mondav. June 30th.

Cemetery Concerns and Issues

	Chagrin Falls http://chagrin-falls.org/cemetery-board/	Russell Township http://russelltownship.us/departments/administration-1/cemetery	Auburn http://auburntownship.com/cemetery-sexton http://auburntownship.com/assets/uploads/file/Cemetery%20Rules.pdf	Bainbridge http://www.bainbridgetwp.com/Service/Cemeteries http://www.bainbridgetwp.com/Portals/7/resources/documents/departments/service/cemeteries/Graves%20-%20Bainbridge%20Rules%20Regulations%20Adopted%201-23-2012-Am.pdf	Newbury http://newbury.publishpath.com/Websites/newbury/Images/services/cemeteryregs.pdf	COMMENTS CONSIDERATIONS FOR THE SOUTH RUSSELL VILLAGE CEMETERY
Sunday & Holiday Burials	There will be no burials on Sundays or legal holidays.	Burial and Cremation Interments at other times (Saturday, Sunday, Holidays and Weekdays after 2:00 p.m. Upon special arrangement with Fiscal Officer.) Burial \$600 Cremains \$225	No burials on Sunday or any Township Legal Holiday.	Burials shall not be scheduled on Sunday or Holidays.	Burials will not occur on Sundays, New Year's Day, Memorial Day, Thanksgiving Day, Labor Day, Christmas or July 4 th unless directed by the Health Department.	Will vault companies be able to provide service on these days?
Notice of burial and Saturday burials	The Village must receive 48 hour notice (two business days) for burials. There will be no burials after 12:00 noon on Saturdays.	BURIALS Opening and closing of graves must be arranged through the Township Fiscal Officer. Internment fees will be higher for burials scheduled at times other than during regular work hours (see fee schedule). Payment is due prior to interment. If desired, more than one internment can be done in a given burial lot in the following manner: one burial and one cremation, or no burial and up to six (6) cremations per lot. Cremation Interments: Monday to Friday 8 a.m. to 2 p.m. \$150 Burial: Monday - Friday 8 a.m. to 2 p.m. \$400	Opening of graves for new internments on weekdays between the hours of 8:00 a.m. 2:30 p.m. An additional hourly fee of \$125/hour will be assessed for burials extending beyond 2:30 p.m. on Saturday Opening of graves for interment on Saturdays. Cemetery must be vacated by 12 Noon on Saturday.	Burials shall be scheduled a minimum of 48 hours in advance. Burials are scheduled between 10:00 AM and 2:00 PM, Monday through Friday. Burials may be scheduled between 2:00 PM and 4:00 PM, Monday through Friday, for an additional fee. Burials may be scheduled between 10:00 AM and 12:00 PM on Saturday for an additional fee.		48 Hour Notice (2 Business Day) South Russell to prep grave? (Location & clearing during the winter months) Saturday burials before 1:00 P.M.

Burial vaults required	A concrete vault is required with all burials except cremations which must be in a marble or metal urn approved by the Sexton.	Vaults: with top closings are mandatory in all Russell Cemeteries. All vaults must be of the "top opening" style.		Full burials shall use a concrete vault. Cremations shall use a permanent air-tight, water-tight container.	A concrete vault is required for all burials. Cremains must be in a non-degradable urn or vault.	Require a burial vault for caskets and solid container for cremations.
Casket placement	The west end of the grave is the 'head' end; the husband is buried in the south grave and the wife in the north grave of their two graves.					Need to be determined.
Grave Markers	Grave markers are to be placed at the west end of the grave site – the head of the grave. Exceptions, due to individual circumstances, will be determined by the Board of Cemetery Trustees and the Sexton.			Head stones will be placed on the west end of the grave. The head stone inscription should be readable from the west side of the headstone.	The west end of the grave is the "head" end. The husband is buried in the south grave and the wife in the north grave of two adjacent gravesites. Headstones must be placed at the west end of the grave (head of grave).	Must be placed on a footer provided by the cemetery.
Footers for grave markers	All grave markers must be placed on a concrete foundation provided by the cemetery at a cost determined by the Board of Cemetery Trustees.	All gravestones must be placed upon a concrete foundation.		All grave markers shall be placed on a concrete footer which shall be provided by, and installed by, Bainbridge Township (see Fee Schedule).	All monuments and headstones must be placed on a concrete foundation provided by the cemetery and paid for by the owner of the gravesite or person requesting the base.	Footer provided by cemetery at a cost determined by the Cemetery Board.
Village resident grave purchase	No Village resident may purchase graves for a non-resident.					
Visiting pets	No pets are permitted in the cemetery.		No animals of any kind, except for guide dogs or other animals used in the assistance of disabled individuals are permitted within any of the Bainbridge Township cemeteries.			No pets.

Temporary grave markers	Temporary grave markers, such as those used by Funeral Directors, will be removed by Village employees and discarded after approximately six (6) months.		All markers of wood or other materials are considered temporary and will be removed after four months by Bainbridge Township			
Flags	American flags and wreaths for Memorial Day and July 4th are permitted from Memorial Day weekend through July 10th.	Flags: Flags will be placed on the graves of veterans by the township during the week before Memorial Day and will be removed during the week following Labor Day.	Flags and wreaths for Memorial Day and July 4 are permitted from Memorial Day weekend through July 10.			Grave flags may be placed the week before Memorial Day until one week after July 4 th .
Plantings and Flowers	Plantings may be placed within two feet of the east side of the grave marker, that is, on the grave. No trees may be planted. Artificial flowers are permissible on graves between December 1st and March 1st. They should be removed by the family, otherwise they will be removed by Village employees and discarded. The following decorations are not permitted: hanging baskets, wind chimes, breakable pottery, bird houses and items hanging from trees, statues, plastic or wood signs, stuffed animals, vases of any kind, and like objects. Nothing with any illumination of any kind is permitted (other than what the village provides). Any planting, decoration, or other item listed herein and not permitted shall be removed and discarded by Village employees.	Flower Arrangements and Plantings: Planting of perennial flowers, shrubs, etc. on cemetery property is prohibited and will be removed at the discretion of the Maintenance Superintendent. Annuals, such as geraniums, may be planted around the gravestones. Such plantings are not to extend beyond 12 inches around the gravestones. Plants are to be maintained by the family and subject to removal at the discretion of the Maintenance Superintendent. Potted plants or cut flowers may be placed on graves, to be removed by the Maintenance Superintendent when or if they become unsightly. In-ground flower vases, available from monument companies, may be used in front of the gravestone.	Small plants and annuals may be planted within on foot on the east side of the head stone. Artificial flowers and Christmas decorations are allowed from December 1 through March 1. Items remaining after March 1 will be removed by Bainbridge Township and discarded.		Planting may be made at the East side of the stone (on the grave) not exceeding a distance of two feet total from the marker. Christmas decorations must be removed by April 1 st .	Annual plantings within a 12" area in front of headstone. Headstone location and direction to be determined.

Darrell Johnson

From: "Danielle Romanowski" <srvcclerk@neohio.twcbc.com>
Date: Friday, June 20, 2014 11:29 AM
To: <epyle@windstream.net>; "Cindy Nairn" <cindynairn@gmail.com>; <ph.mills@roadrunner.com>; "Jennell Dahlhausen" <srvcclerk@adelphia.net>; ""Darrell Johnson"" <streets.srv@southrussell.com>
Cc: <srvcclerk@neohio.twcbc.com>
Attach: 6-16-14 Cemetery Minutes.docx; Cemetery Deed 6-2014.pdf; Rules Regulations 6-20-14.doc
Subject: Cemetery Updates

Hello everyone. Attached you will find:

- Minutes from Monday's meeting. Please note at the end of the minutes is a list of follow up action items.
- A copy of a sample deed – this is a sample of what comes with the software
- Updated rules and regulations – (these are the rules and regs adopted by Council July of 2013)
 - Yellow highlights are the changes agreed upon at the last meeting
 - Green highlights are areas that the committee should review and possibly consider revising
 - Example – IF the Village outsources grave digging, we might be able to extend Saturday hours as it wouldn't require OT

Other items that ran around my head this week that should be addressed:

- Indigent burials
 - There should be rules and regulations regarding this issue
 - According to David Ondrey, we can cremate, but he does not feel we can scatter cremains
 - Perhaps the committee would consider burying more than the regularly permitted two cremains to a grave for the indigents (maybe 6-8)? This way they are buried, but they wouldn't take up as much ground space – just a thought.
 - We are permitted to have one stone with multiple names on it as long as we can identify who is where (I think).
- Resident/Previous Resident & Employee/Previous Employee
 - These rules that were adopted said that is all to be buried in SRV cemetery. Either this needs to be changed or the proforma needs to be updated accordingly.
- Telephone/Fax
 - My personal feeling is no separate phone/fax line needs to be installed. This is a village service, not a separate business – (why add an additional expense)
- Scattering Garden
 - Need to address Rules and Regs of scattering garden
 - Cost for scattering?
 - Is this permitted by the EPA?
- Software
 - Need to sign agreement for software company to design software
 - Need to have payment for software approved
 - Approximately 12 weeks to design software
- Proforma
 - Add one indigent per year
 - Adjust numbers if non-residents are not permitted
 - Add scattering costs (if permitted)
- Well costs
 - Rough estimate of \$3,000 to dig a well if desired down the line
- Budget
 - No operating budget was adopted for 2014

CEMETERY COMMITTEE MEETING
Monday, June 16, 2014 at 8:00AM

In attendance: Patricia Mills, Ed Pyle, Cynthia Nairn, Darrell Johnson, Jennell Dahlhausen, Danielle Romanowski

Romanowski reported the total cost for the cemetery to this point of the project has been \$320,571.

The Committee discussed a scattering garden for cremains, which was addressed at previous meetings but they noticed isn't on the current cemetery drawing. There was a small circular garden area in the mid front of the cemetery and this was thought to be a good area for this garden.

Johnson said he spoke with the Mayor and they determined the Village has the equipment needed to dig the graves at the cemetery. The only other items Johnson suggested is a gator to haul dirt and some kind of matting so the ground isn't disturbed when driving the heavy equipment over it.

The Cemetery Committee discussed the revised quote from CIMS. They would like to know what computer operating system is needed and suggested purchasing a laptop for the cemetery use only. They would also like to purchase the CIMS option of the half day training for \$475, deed program for \$600 and possibly the additional map layers options for \$200 if drainage is going to be put in. They asked Dahlhausen to look into how the additional layers are charged since the price says "each" but it isn't clear if that means per cemetery or per symbol. The price of the software without the additional items is \$4,845, which increased slightly from the last time it was quoted. With the additional items the total cost of the software is \$6,120. The yearly maintenance cost for the software would be \$525.

Discussion was held on having a priest come to the cemetery to bless some graves. Pyle said he was going to call a priest to ask about details and Nairn said she would contact a few nuns she knows. The committee will think about where they would put this section.

Further discussion was held on a section for veterans. Dahlhausen suggested placing a flag pole in the designated area if they decide to dedicate an area to veterans. Johnson stated that Chagrin Falls has a section for veteran burials and the local VFW might have installed the flagpole that is at their cemetery. Pyle will contact the commander of the VFW.

Dahlhausen stated the Ohio State Extension in Burton provided a list of recommended trees to be planted at Cemeteries to the Welton Cemetery Board in Burton Village. The Committee would like to review the list.

The Committee reviewed some suggestions to the rules that Dahlhausen sent. She will send an updated copy of the rules and regulations with highlighted revisions before the next meeting.

Dahlhausen addressed the issue of indigent burials and provided the group with the requirements from the Ohio Revised Code. This issue should be addressed in the rules and regulations. The Committee discussed options and agreed that cremating an indigent was cost effective. They discussed scattering the ashes and providing one stone in the area with the cremains for the

indigent's name, date of birth and date of death. Romanowski will check with the Solicitor to see if scattering the ashes will meet the village's requirement.

The Committee reviewed a list of suggested cemetery names that Nairn put together but agreed that South Russell Village Cemetery sounded like the best name.

The office location for the Cemetery Sexton to meet with families for lot sales was discussed. Dave Hocevar's old office at the Building Department was thought to be an option and the Committee felt this would be a wonderful location to meet with families. Another possibility is the Fire Prevention Officers office. The Committee wasn't as fond of this location being that it's in the basement of Village Hall.

There will be a need for a water source after the cemetery is graded so the grass can be watered. Discussion was held about whether the village should extend a water line from the rental house or drill a new well. Dahlhausen will obtain quotes for drilling a well.

Tasks to be completed before the June 30 meeting ~

Jennell ~

VARIOUS CIMS SOFTWARE QUESTIONS

OBTAIN QUOTE FROM GINGERICH EXCAVATING AND FOR DRILLING A WELL

MAKE CHANGES TO RULES AND EMAIL TO COMMITTEE

LIST OF TREES FOR CEMETERY TO PLANT

Ed ~

RECIRCULATE UPDATED PROFORMA

CONTACT A PRIEST ABOUT BLESSING OF GRAVES

CONTACT VFW

Cynthia ~

CONTACT NUNS ABOUT BLESSING OF GRAVES

General issues that need to be thought about ~

WATER SOURCE

IN HOUSE OR CONTRACTING FOR OPEN/CLOSE OF GRAVES

COUNCIL NEEDS TO APPROVE SIGNAGE AND CHANGES TO THE RULES

CREATE CENTRALIZED LIST OF THOSE THAT WISH TO PURCHASE LOTS

CEMETERY OFFICE LOCATION

CEMETERY COMMITTEE MEETING
Monday, June 02, 2014 at 7:00AM

In attendance: Mayor Matt Brett, Darrell Johnson, Bill Koons, Patricia Mills, Ed Pyle, Cynthia Nairn, Eric Haibach, Jennell Dahlhausen, Danielle Romanowski

Mayor stated the goals for the meeting were to address various responsibilities, sales and marketing, as well as the opening and closing of graves. Currently Council is reviewing bids for grading the cemetery land and installing a driveway. The appropriations need to be amended due to the bids coming in higher than expected. Council will be putting this amendment on third reading at the June 9, 2014 meeting.

The Mayor recapped previous cemetery operation discussions with having Johnson and Hocesvar selling the lots. Now that Hocesvar is retired, Mayor stated it would make sense that Johnson would sell lots with Dahlhausen as the backup. The administrative work will be handled by Dahlhausen with Romanowski as the backup.

The Cemetery Committee discussed marketing options and said they would like to put together a trifold pamphlet when prices are finalized. They would also like to put an advertisement in the paper when ready to sell lots, send a letter to local funeral homes and place an article in the village newsletter. Pyle suggested a ribbon cutting event for a Cemetery opening and possibly having an open house for local funeral homes.

The Cemetery Committee previously agreed to open lot sales to non-village residents in order to try to recoup the cost of establishing the cemetery. The goal is to start lot sales in 2014 but we might have to wait to see when the cemetery is complete.

Romanowski recommended that the committee review the CIMS software again with Dahlhausen and discuss suggestions Dahlhausen provided. The Cemetery Committee will meet in the next couple weeks to review these items. Dahlhausen will contact CIMS to get updated pricing for the software and setup a demo session.

Blue Dog will be clearing 2 acres of the 7.26 acre parcel as the first phase of the project.

Haibach will send the current map of the layout. He will need to determine what format CIMS needs the layout sent in so they can easily transfer it into their software.

Mayor addressed the opening and closing of graves and said outsourcing is good option. Johnson had some concerns with the Street Departments' availability if they're on another job or if there is a snowstorm. Outsourcing would eliminate that concern and save on equipment cost since the village doesn't currently have the equipment needed. Johnson stated he would need a new bucket, a gator or small piece of equipment to haul the dirt, plywood or rubber matting to eliminate roots from the equipment and several other items. He will make a list of everything he would need.

Dahlhausen stated that Gingerich Excavating completed Burton Villages opening and closing of graves. This company would send Burton Village an updated list of pricing annually. She stated this cost would be passed on to the purchaser along with a \$15 surcharge to increase revenues to help offset cemetery costs. Gingerich Excavating would return to the cemetery **4-6 weeks after**

the burial, once the ground was settled to seed and fertilize. Dahlhausen stated this company provides grave digging services for Burton Village, Burton Township, Middlefield and several private cemeteries but stated there was never a scheduling conflict. Mayor would like to research the options of doing these services in-house, contract it out, or do a combination of both.

Dahlhausen stated Burton Village had about 5 to 8 lot sales and about 15 to 20 burials yearly.

Haibach stated that after the bid for the cemetery work is accepted by Council, it will take about 4-6 weeks to get a contractor on site. After the work is complete with a driveway and the area is seeded, we will need to have the markers placed in the ground that delineate the sections. He is thinking about 3 months of construction would be required to complete the project. Mayor would like to set a deadline of August 1 to have everything complete. The software will most likely take longer than the deadline but he would like to see all rules, prices and construction completed by then.

Nairn stated the official address of cemetery is 5230 Chillicothe Road.

Mayor would like to meet again on Monday, June 30, 2014 at 7am. Topics to be addressed include changes to the rules and details on finalizing the software.

Dahlhausen said she didn't see anything in the plans or rules about indigent burials. This will be a topic for discussion at the Cemetery Committee meeting with village employees prior to the June 30th meeting. They would also like to address making some revisions to the rules, as well as consider what to do with blessing graves and veteran lot sales. Johnson asked if the Cemetery Committee has thought about a water source and suggested running a line from the rental house. Dahlhausen brought attention to the rules concerning no plantings and asked if there was a need for a water source. There were several other reasons they would like a water source and would like to discuss if they will allow plantings at the meeting addressing the rules. Their original thought with not allowing plantings was to reduce the time spent on maintenance and keep everything grass.

Koons asked if the cemetery has thought about a fence and signage in front of the cemetery. The committee said there will be brick columns in front of the cemetery and they will need to install a fence in the future.

Nairn asked about cemetery naming and stated she has a list of about 25 possible names. Mayor would like to address this topic at the next meeting.

Nairn stated she has been approached by several people with interest in purchasing lots. The other Committee members said they have too. Mayor asked to keep a list of people that approach them so they can be contacted when the cemetery is complete.

Tasks to be completed before the June 30 meeting ~

Jennell ~

CIMS SOFTWARE

INITIAL SOFTWARE COST AND ANNUAL MAINTENANCE/SUPPORT COSTS

WHAT TYPE OF DIGITAL FILE IS REQUIRED BY THE SOFTWARE COMPANY

TIMELINE FOR BOTH SRV AND SOFTWARE