

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE @ P. Mills' home

MINUTES OF MEETING HELD Tue, Sept. 2, (date) 2008

MEETING CALLED TO ORDER AT: 8:00 A.M. (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: Constructed / worded / compiled a MISSION STATEMENT for Cemetery Committee.

We discussed findings from our "field trip" to the 2 parcels of village-owned property where the cemetery will probably be located. At this point, we are "digesting" all the material we received from Mayor Brett.

RECOMMENDATIONS: Will refine / complete Mission Statement for Mayor Brett & members of Village Council. We will continue to read large Cemetery and Muni Park FACT BOOK.

MEETING ADJOURNED AT: 9:30 a.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE @ P. Mills' home

MINUTES OF MEETING HELD Mon. 9-8-08 (date)

MEETING CALLED TO ORDER AT: 8:00am (time)

ATTENDANCE: P. Mills, C. Dairn, E. Ryle

TOPICS DISCUSSED: Completed the Mission Statement. Read through Village of South Russell May 27, 2008 third reading of resolution for re-establishment of a village cemetery. The developed a "Location Decision" from the resolution. Our Committee is in agreement with Council that the cemetery be located on Village-owned properties, Parcel #'s 29-706407 and 29-706410.

The listened to recorded recommendations by Mr. Larry Wise given in a phone call to Patty Mills. His message was very informative, particularly concerning Evergreen Cemetery in nearby Chagrin Falls. E. Ryle responded reiterated Committee about past opposition by residents to locating a cemetery next to Kensington Green.

RECOMMENDATIONS:

The have many questions for Mayor Brett and must meet with him ASAP. We want to address Sunshine Tours as it might pertain to our meetings. We need to discuss CT Consultants and 2009 Village budget with Mayor Brett. P. Mills will contact Mayor and set up the meeting.

MEETING ADJOURNED AT: 9:05 a.m.

SIGNED BY: C. Dairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD

Fri., 9-12-08 (date) at Village Hall

MEETING CALLED TO ORDER AT: 7:00 A.M. (time)

ATTENDANCE: Mayor Brett, P. Mills, C. Nairn,
E. Pyle

TOPICS DISCUSSED:

Mayor Brett reviewed our Mission Statement and Location Decision. Current Mission Statement addresses our phase. NOW, the Mayor states it will be modified "down the road" to address such issues as A) Will the cemetery be "for profit" or for "residents only"? B) Financial Plan.

He will "speak" only with Council's approval and Adam Lechman's guidance (the Fiscal Auditor).

Mayor Brett will investigate if how Sunshine Laws affect this committee.

He will meet with CT Consultants ASAP to review their past findings and recommendations for a village cemetery.

Mayor Brett is requesting that the Cemetery Committee attend/participate in the Oct. 5, 2008 Village "FALL FEST".

RECOMMENDATIONS:

Mayor Brett will arrange a meeting with Cemetery Committee, Ted Tuley, village engineer, and CT Consultants. The committee will be looking into a possible booth / tent set up at the 10-5-08 Fall Fest. Possible "visuals" and/or handouts ("info" brochure?) will be considered.

MEETING ADJOURNED AT: 8:40 A.M.

SIGNED BY: Cynthia C. Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE @ Village Hall

MINUTES OF MEETING HELD Tues. 9-16-08 (date)

MEETING CALLED TO ORDER AT: 7:10 A.M. (time)

ATTENDANCE: Mayor M. Brett, N. Foley, J. Bond, P. Mills,
C. Nairn, E. Pyle

TOPICS DISCUSSED: N. Foley discussed his past experiences
operating several cemeteries. He must look at "high
maintenance" issues; should investigate endowments
for maintenance funds/perpetual care of our cemo-
tory. N. Foley stated many "run in the red."

J. Bond of CT Consultants went over her visuals
to reiterate ideas/land use from 2002 & 2004. She pro-
posed possibly Section 1 having 166 plots, Section 2
having 135 plots. We should evaluate what was done
before by the previous Cem. Committee. Early engineer-
ing must be done first (clearing, regrading, & seeding).
J. Bond presented an overview about design, construc-
tion, and future maintenance/administration of a village
Cemetery.

We will begin to form a timeline for the
project at our next meeting.

RECOMMENDATIONS: C. Nairn will attend the next
Council Meeting to present our committee's
Mission Statement and Location Decision. She
will discuss briefly the accomplishments
of the newly formed Cemetery Committee.
Our next meeting will be Tues., Sept.
30, 2008, at 7:30 A.M. at Village Hall.

MEETING ADJOURNED AT: 8:40 a.m.

SIGNED BY: Cynthia C. Nairn (person taking minutes)

Sept. 22, 2008 Day

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Tues., 9-30-08 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 7:35 a.m. (time)

ATTENDANCE: M. Brett, P. Mills, C. Nairn, E. Pyle
(NOTE: D. Foley of CT Consultants was to attend this meeting; he did not come, however.)

TOPICS DISCUSSED: M. Brett researched our "obligations" to the community. As a public body, we DO fall under the Sunshine Laws; the public may attend Cemetery Committee meetings and can be included in our discussions. He has recommended we go to residents in Chagrin Lakes to obtain their thoughts/ideas re: cemetery placement. Must try to submit basic costs to 10-13-08 Council meeting. He will attend the Nov. 10, 2008 6:00pm BUDGET Work Session at which time our business plan/expenses model will be presented. Actual "money numbers" need to be available.

M. Brett wants this committee to attend the Sun., Oct. 5, 2008 FALL FESTIVAL.

RECOMMENDATIONS: Cemetery Committee will share a booth/tent with the Bike Path Committee at the 10-5-08 FALL FESTIVAL. 2 boards/VISUALS (from Jibond) will be displayed. Interested residents will be given a form to express their ideas and suggestions for the Village Cemetery.

MEETING ADJOURNED AT: 8:40 A.M.

SIGNED BY: Cynthia C. Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD SUN., NOV. 2, 2008 (date) Village Hall

MEETING CALLED TO ORDER AT: 11:00 a.m. (time)

ATTENDANCE: Mayor Brett, P. Mills, C. Nairn,
E. Kyle

TOPICS DISCUSSED: Cemetery will be completed in "phases." The committee is wondering "aloud": What will non-paved road, some grading, plot lines cost? The looked over/discussed Budget Summary and Engineering/Fee Estimates submitted by N. Foley of CT Consultants. The forms are somewhat overwhelming and confusing to us. We feel unprepared to make a budget (cemetery) presentation at this time. The Cemetery Committee does not wish to make any missteps at the Nov. 10, 2008 Village Council Budget Planning work session.

RECOMMENDATIONS: E. Kyle will contact N. Foley re: meeting with us ASAP to guide us toward an accurate budget description for presentation 11-10-08.

MEETING ADJOURNED AT: 12:50 P.M.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Wed, Nov 5, 2008 (date) Village Hall

MEETING CALLED TO ORDER AT: 8:00 am (time)

ATTENDANCE: P. Mills, C. Nairn, E. Rife, N. Tolley
of CT Consultants

TOPICS DISCUSSED: N. Tolley stated most important thing to "lock into" is \$9,164.00 APPROVED by Council for continued concept design and planning work of SRV Cemetery in 2009. Our committee wishes to START CONSTRUCTION in 2009.
N. Tolley relayed that Phase I Engineering costs are estimated to be \$42,500.00 and Construction costs will be \$250,000.00. He went over the Budget Summary document with Committee, explaining various tasks to be completed by 4-1-09 along with estimated hours, costs, personnel to accomplish all items listed.
P. Mills & C. Nairn will present at the Budget Work Session next Monday.

RECOMMENDATIONS: He will present a packet of information to Council at the Budget Work Session Nov. 10, 2008, 5:30 p.m. He also will visit 10 local cemeteries and/or contact/meet local sextons in the near future.

MEETING ADJOURNED AT: _____

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

@ Village Hall

MINUTES OF MEETING HELD

Thurs. Dec. 11, 2008

(date)

MEETING CALLED TO ORDER AT: 7:00am (time)

ATTENDANCE:

M. Brett, P. Miles, E. Ryle, C. Nairn

TOPICS DISCUSSED:

2009 Village budget-revenues (from
real estate taxes, income taxes) are trending down.
M. Brett stated council MUST have a balanced
budget. Cemetery will definitely receive \$9,000.00
for 2009 planning.

Discussed by Council:

① Cemetery a "Break even" project?

② 2-4 yrs. after opening, sales of plots should off-set
total cost of project.

Beyond receiving more than the "OK'd" \$9,000.00
we will need to watch the economy and see
how the new year "plays out." M. Brett relayed
we may not be able to do ANY construction in 2009.
We should go to 6-member Planning Commission with
a FORMAL REQUEST of "conditional use variance."
Phase I (400 plots?) model is current focus and the
proforma.

RECOMMENDATIONS:

Map what we need to do; form PLAN.
The Committee must have a model put together
for PHASE I (400 plots?) by Mar. or April. We need
to submit an article to John Dishong (in charge of
village newsletter) before the end of March.
Committee members should continue to visit
area cemeteries.

MEETING ADJOURNED AT: 8:30 a.m.

SIGNED BY:

Cindy Nairn

(person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

@SRV Hall

MINUTES OF MEETING HELD

Fri. Jan. 9, 2009 (date)

MEETING CALLED TO ORDER AT: 7:30 am (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED:

E. Pyle will continue work on the Cemetery Proforma, utilizing/modifying Proforma developed by an earlier Cemetery Committee. Committee will put together a preliminary business plan to be presented at the next Planning Commission meeting.

C. Nairn shared info/data from Hunting Valley and Mt. Hope/North Solon Cemeteries.

P. Mills shared info/data from Restland (Bainbridge) and Evergreen Hill (Chagrin Falls) Cemeteries.

RECOMMENDATIONS:

E. Pyle will email Proforma to members. Michael Lawrence (of Lawrence-Stroud funeral home) will be at our next meeting.

MEETING ADJOURNED AT: 8:15 a.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD

Fri. Feb. 20, 2009 (date)

MEETING CALLED TO ORDER AT: 12:00 noon (time) Village Hall
Basement Office

ATTENDANCE: P. Mills, C. Nairn, E. Kyle, Mr. Michael
Lawrence (Stroud-Lawrence Funeral Home)

TOPICS DISCUSSED: Mr. Michael Lawrence attended
the meeting. Presented much data from
area cemeteries, including Restland (Bain
bridge) Burton, Western Reserve Memorial Gardens,
(Chesterland), Whitehaven, Lake View Cemetery
(Cleveland) Catholic Cemeteries Association (Cleveland)
Crown Hill (Cincinnati), Knollwood, Solon, Newbury
Russell Township, Hillcrest (Bedford Hills), Shady Side
(Duburn) Maple Shade (Auburn) and Evergreen
(Chagrin Falls).

Mr. Lawrence also relayed:

1. Newbury GIVES one plot free per resident.
2. "Private" (owned) cemeteries are more expensive than
"muni", but they bury anyone.
3. Chagrin continues to raise rates. To keep costs
down, they do NOT own lowering devices, tents,
fake grass, or other equipment. He suggests

RECOMMENDATIONS: South Russell not purchase any of
the above to control costs.

4. Auburn, Aurora, and Russell bury anybody, but
charge several hundred dollars MORE to bury
NON-RESIDENTS.

NOTE: Will arrange a March meeting with CT Consul-
tant. P. Mills will be away approx. 7 weeks. C.
Nairn will be calling to "update" her periodi-
MEETING ADJOURNED AT: 2:45pm cally.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD

Mon. Mar 9, 2009 (date)

MEETING CALLED TO ORDER AT: 9:00am (time) Village Hall

ATTENDANCE: C. Nairn, E. Pyle, Joyce Bond (of
CT Consultants), Police Chief Jim Hetzel (briefly)

TOPICS DISCUSSED:

J. Bond discussed land use
concept #1A in detail. There was also dis-
cussion RE: rental house on the property
and CO-USE of driveway by renters and
cemetery traffic. A gate / entry (locked? not
locked?) and wall / fencing around cemetery
was addressed. Police Chief stated a fence /
boundary of some sort would be VERY impor-
tant as a deterrent to trespassing, vandal-
ism, etc.

J. Bond informed us a survey should be
completed for Phase I before she can construct
any designs.

We are unsure about the necessity of
a permit from ODOT for cemetery access off
of Route 306.

RECOMMENDATIONS:

We will move forward with
our presentation to Council April 27, 2009.
Going forward, J. Bond stated our committee
will write the SRV Cemetery by-laws -
guidelines, rules, regulations, policies, etc.
fee schedules. We will need to construct a
contract form / interment permit form.

MEETING ADJOURNED AT: 10:20 am.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD

Thurs.

Apr 9, 2009

(date)

Village Hall

MEETING CALLED TO ORDER AT: 9:25 a.m. (time)

ATTENDANCE:

J. Bond, P. Mills, C. Cairn, E. Pyle,
M. Brett (via Phone)

TOPICS DISCUSSED:

We need to set up "preliminary guidelines" as to who will be buried in SRV Cemetery (residents, former residents, current & former employees). Population of SRV is now under 4,000. We anticipate 17 burials per year using previous data. Fees for perpetual care, mowing, planting, plowing, number of man hours, opening/closing graves will need to be investigated; also, selling and recording information on plots (portions of the whole model).

Inform Council of what we've spent thus far and discuss next step: we need Council's approval for another \$22,000.00 Cemetery Comm. wants Council to consider approval of this amount when we return in June 2009, to "move dirt" by Spring 2010.

RECOMMENDATIONS

From Mayor Brett: make a 20-30 min. Power Point presentation at 4-27-09 Village Council meeting. Show what we've accomplished thus far, Display Timeline and Proforma with projected expenditures. She should focus on "Here's the anticipated model; anticipated sales; who will be the executor; who will give presentation to sell plots?" She will need to prepare handouts for Council members.

Next Meeting will be SAT. April 18th @ 12 Noon.

MEETING ADJOURNED AT: 10:45 a.m.

SIGNED BY:

Cindy Cairn

(person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Sat. 4-18-09 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 12:00 noon (time)

ATTENDANCE: R. Mills, C. Wain, E. Pyle

TOPICS DISCUSSED: E. Pyle continues to work on SRV Cemetery financial ProForma for presentation to Council 4-27-09.

Most of today's meeting was to "pour over" / dissect Joyce Bond's TIMELINE rough draft. E. Pyle emphasized we must stay on task, as we only have 20-30 minutes to present.

J. Bond is creating the slides for a Power Point presentation. Council will ask questions if necessary, during our program.

Our final objective 4-27-09 will be to have Council "on board" and receptive to our request of approx. \$22,000.00 to be approved at June Village Council meeting to keep project moving forward.

RECOMMENDATIONS:

J. Bond will bring rough draft of the 4-27-09 Power Point to our meeting Mon. 4-20-09 @ 9:00 A.M. @ Village Hall.

MEETING ADJOURNED AT: 1:15 p.m.

SIGNED BY: Cindy Wain (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Mon. 4/20/09 (date) @Village Hall
Basement

MEETING CALLED TO ORDER AT: 9:00am (time)

ATTENDANCE: J. Bond, P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: A "rough draft" of 4-27-09 Power Point was discussed. J. Bond had ideas to show Cem Board RE: slide format for presentation.

She organized/corrected/co-ordinated components of Joyce's timeline and Ed's business plan/proforma.

The presentation is to be 20 min. - no more than 30 min. Should we give handout to Council before Power Point or afterwards?

RECOMMENDATIONS: Will meet again this (4-24-09) week to go over slides. Send any slide corrections, etc. to Joyce via e-mail ASAP.

MEETING ADJOURNED AT: 10:30am

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD Fri. 4/24/09 (date) @ Village

MEETING CALLED TO ORDER AT: 8:30 am. (time)

ATTENDANCE: J. Bond, C. Nairn, P. Mills

TOPICS DISCUSSED: Power Point slides were viewed. Slides 3 & 4 will be flipped as well as #s 7 & 8. Slide assignments were made for 4-27-09 presentation to Village Council.

The handout will be in color and bound. We now feel the handout should be given before we begin the power point.

She continued to analyze facts, figures and projections of E. Kyle's proforma. She will be at Village Hall @ 6:45 p.m. Mon. 4-27-09 to set up.

RECOMMENDATIONS: A "dress rehearsal" for the power point will be held at Village Hall SUN. 4-26-09 @ 1:00 p.m.

MEETING ADJOURNED AT: 9:40 am.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Sun. Apr. 26 (date) 2009 @ Village Hall

MEETING CALLED TO ORDER AT: 1:15 pm (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: "Dress Rehearsal" (final) for Mon. 4-27-09 power point presentation to SR Village Council. Reviewed order of slides & who will present/discuss each slide. Joyce Bond & E. Pyle will do most of the presenting i.e. plans, surveys, pro forma. 2 dollar amounts of burial costs were changed for the pro forma.

RECOMMENDATIONS: Be at SR Village hall by 6:45 p.m. tomorrow night to set up. We will "keep it moving" as we only have 20-30 min.

MEETING ADJOURNED AT: 2:00 p.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Sat. 5/9/09 (date) @

MEETING CALLED TO ORDER AT: 2:40 pm (time)

Village Hall

ATTENDANCE: P. Mills, C. Tairn, E. Pyle

TOPICS DISCUSSED:

E. Pyle further explained Pro Forma. He will modify so it will be rendered more "user friendly" - larger print, more readable and will forward changes.

Cemetery Board will not be attending the RESCHEDULED 5-18-09 Village Council meeting. Today Mayor Brett has requested the Board attend the 6-8-09 meeting instead.

The Cemetery Board will go together to the Mayor's Appreciation Cookout on Fri. 5-15-09.

RECOMMENDATIONS:

Next meeting: Sat. June 6, 2009.
Time TBA

MEETING ADJOURNED AT: 3:20 pm.

SIGNED BY: Cindy Tairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

9:00 A.M.

MINUTES OF MEETING HELD Fri, June (date) 12, 2009

MEETING CALLED TO ORDER AT: Gates Mills Village Hall (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle, Jo Ann Leckman, Financial Officer, Village of Gates Mills, OH.

TOPICS DISCUSSED: J. Leckman discussed burial policies, plot sales, rules and regulations for 2 muni cemeteries of Gates Mills. She shared her record books, file system, etc. These documents are stored in a fire-proof vault.

Our own cemetery will need to be registered with the state of Ohio she informed us.

Our board members toured both Gates Mills muni cemeteries with J. Leckman and Trevor and John from the G.M. Service Dept. These 2 gentlemen handle digging/opening graves and maintenance of both cemeteries.

RECOMMENDATIONS:

Next meeting - Sun., June 21, 2009 @ 2:00 p.m.

MEETING ADJOURNED AT: 11:50 A.M.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Father's Day @SRV
June 21, 2009 (date) Hall

MEETING CALLED TO ORDER AT: 2:10pm (time)

ATTENDANCE: P. Mills, C. Nairn, E. Ryle

TOPICS DISCUSSED: According to one council member, our proposed plot and columbarium charges are too low. As a board, we already know our proposed charges are way lower than surrounding community cemeteries, especially Chagrin Falls Villages' plot costs, etc.

A revised proforma will render "bumped up" charges. The ^{Cem.} Board will be attending the July 13, 2009 Council Meeting in hopes of obtaining requested monies turned down in June by a 4-2 vote.

C. Nairn will attend the next SRV Planning Committee meeting.

RECOMMENDATIONS: Joyce Bond will be contacted Mon. 6-22-09 to request her attendance at 7-13-09 Council Meeting. Her expertise is needed to keep the Cemetery project moving toward construction.

MEETING ADJOURNED AT: 3:15p.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

Wed. July 1, 2009 @ Village Hall

MINUTES OF MEETING HELD _____ (date)

MEETING CALLED TO ORDER AT: 8:00 a.m. (time)

ATTENDANCE: Mayor M. Brett, P. Mills, C. Nairn, E. Ryle, J. Bond, CT Consultants

TOPICS DISCUSSED: Mayor Brett relayed to Cemetery Board concerns from Village Council:

- a. current economic situation
- b. forecasted # of annual burials (34 per year) seems "high" to one Council member.

Our Board will go before Council again Mon. 7-13-09 to request the survey money needed to move the project forward.

The must remind Council July 13th that we are "on plan" with what was already outlined and presented last year (Fall 2008).

J. Bond reiterated that our soils are amenable for cemetery use. The sites are wetlands (water way) not a swamp.

RECOMMENDATIONS: E. Ryle unable to attend 7-13-09 Council meeting. C. Nairn, P. Mills and J. Bond will present that evening. J. Bond will create a handout of "visuals" with detailed layout and landscaping features. P. Mills and C. Nairn at 7-13-09 will present "where we are now" portion of presentation; J. Bond will present "where we need to go."

MEETING ADJOURNED AT: 9:25 a.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Fri. 7-10-09 (date)

MEETING CALLED TO ORDER AT: 10:30 a.m. (time)

ATTENDANCE: P. Mills, C. Hain (E. Pyle out of town) J. Bond VIA PHONE

TOPICS DISCUSSED: Planned order for SRV Cemetery Board's presentation / SECOND READING at Mon. July 13 2009 Council Meeting. Program will be presented by P. Mills, C. Hain, J. Bond of CT Consultants. E. Pyle is unable to present / attend.

J. Bond will be passing out colored 11 X 17 drawings and a packet of info.

RECOMMENDATIONS: we are requesting at 7-13-09 SRV Council Meeting \$ 7,000.00 for Survey Work and \$ 23,100.00 for drawings all to be conducted / produced by CT Consultants.

MEETING ADJOURNED AT: 11:45 a.m.

SIGNED BY: Cindy Hain (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Mon., 8/10/09 (date)

MEETING CALLED TO ORDER AT: 12:06 pm (time) @ Village Hall

ATTENDANCE: P. Mills, C. Nairn, E. Ryle

TOPICS DISCUSSED: Discussed / produced rough draft for Outline to be presented at Thurs. Aug. 13, 2009 Planning Commission Meeting. She will discuss

I. What have we done?

II. What we are and will be doing

III. To be Determined

E. Ryle will put above outline on WORD and forward to C. Nairn for proof-reading. E. Ryle will make 12 copies for Thurs. Planning Commission members.

RECOMMENDATIONS: C. Nairn will call Michael Lawrence @ Stroud-Lawrence Funeral Home. Our projected "annual deaths" numbers are probably too high. She will get Mr. Lawrence's "take" on more accurate death rates per year in SRV.

MEETING ADJOURNED AT: 1:15 p.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Thurs. Aug. 13 (date) 2009 @ Village Hall

MEETING CALLED TO ORDER AT: 7:00 P.M. (time) PRIOR to 7:30pm

PLANNING COMMISSION MEETING.
ATTENDANCE: Mayor M. Brett, Village Solicitor D. Ondrey, Esq., P. Mills, C. Nairn, E. Pyle, J. Laing, from Planning Commission

TOPICS DISCUSSED: M. Brett has informed our Board that we will NOT present to the Planning Commission this evening. The Village Solicitor (D. Ondrey) has "uncovered" some old village documents / mandates concerning land development / structures / construction in SRV. Specific areas of this document address "Cemeteries." Pg. 66 # 13-d states that a village cemetery is to be "40 ACRES."

Mayor Brett and D. Ondrey will be pursuing and researching the above and will "get back to us" ASAP.

RECOMMENDATIONS: The Cemetery Board will proceed "as usual". We will meet with J. Bond on Wed. 8-26-09 @ 8:30 A.M.

MEETING ADJOURNED AT: 7:28 P.M.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Wed, Aug. 26, 2009 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 8:30 A.M. (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle, J. Bond of
CT Consultants, Darrell Johnson SRV Streets
Commissioner

TOPICS DISCUSSED: J. Bond reported that the ceme-
tary survey work has been completed by
CT Cemetery Board, J. Bond and D. Johnson
discussed many aspects of the cemetery pro-
ject, including fencing, entryway, stream
stream plantings, scattering gardens, plot
placement, buffers for 306 mile, plant
maintenance, snow plowing, water lines,
security lighting, equipment, plot sales.
J. Bond produced numerous
sketches of ideas for layout, entryway
designs. He will attend the Oct. 12, 2009
Council Meeting along with Cemetery Board.
C. Nairn has proofread the Cemetery docu-
ments developed by E. Pyle.

RECOMMENDATIONS: we will contact M. Brett to
see if we should attend the annual
Hall Fest to be held Sun, Sept. 20, 2009.

MEETING ADJOURNED AT: 10:05 a.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Mon. Sept. 21, 2009 (date)

MEETING CALLED TO ORDER AT: 11:30am (time) @ Village Hall

ATTENDANCE: J. Bond (CT Consultants) C. Nairn, E. Pyle (P. Mills is out of town)

TOPICS DISCUSSED: He had VERY positive feedback from residents who stopped at our FALL FEST tent yesterday (Sun. 9-20-09) manned by C. Nairn (Noon-4:30pm) and E. Pyle (1-5pm). 2 different inquiries were made about giving DONATIONS toward the SRV Cemetery.

There will be a power point presentation by the Board & J. Bond at the Public Hearing on the Cemetery Mon. Oct. 12, 2009 @ 6:30pm. @ Village Hall. He plan to present for 20-25 minutes, followed by discussion and a question/answer period for residents who attend.

J. Bond discussed construction materials for entrance, gates, walls, etc. He gave out a list of possible tree/plant specimens for buffer, stream, paths, Memorial

RECOMMENDATIONS: Gardens, etc.

C. Nairn will go to Sheffield Monuments in Chagrin Falls Village to meet with Darlene and gather prices for pavers, benches, etc.

MEETING ADJOURNED AT: 2:00p.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE @ SRV Hall

MINUTES OF MEETING HELD Wed. Nov. 11, 2009 (date)

MEETING CALLED TO ORDER AT: 7:00 A.M. (time)

ATTENDANCE: Mayor Brett, P. Miller, C. Nairn

TOPICS DISCUSSED: Mayor Brett has requested a presentation at the Budget 2010 planning meeting on Tues. 11-17-09. Council members have expressed desire that we seek a Cemetery Consulting Firm to oversee the work on the cemetery project.

Mayor wants a spreadsheet from 10 surrounding cemeteries rendering their plot costs, costs to open/close graves, Columbarium availability, number of burials per year, sexton's?, annual maintenance costs, etc.

We also need a 20-30 pg. business plan developed by Feb. 2010 and a "consultant approved" financial plan, sales and marketing brochure, etc.

RECOMMENDATIONS: Mayor Brett feels, given the economic forecast for 2010, that we need to "table" the request for \$313,000.00 for the cemetery construction from Council and possibly request money for a Cemetery Consultant (if such a resource exists). The Board will meet Sun. Nov. 15, 2009 when E. Pyle can attend - C. Nairn will email him.

MEETING ADJOURNED AT: 8:40 A.M.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

@ SRV Hall

MINUTES OF MEETING HELD

Sun. Nov. 15, 2009 (date)

MEETING CALLED TO ORDER AT: 1:05 P.M. (time)

ATTENDANCE: P. Mills, C. Nairn, E. Kyle

TOPICS DISCUSSED: Board discussed what will be presented by P. Mills and C. Nairn at 11-17-09 2010 Budget Planning Meeting. She will be allowed ONLY 30 minutes - 5:30-6:00 P.M.

- 1) Locate and hire a Cemetery Consulting Firm @ estimated \$12,000.00
- 2) Produce and print a Rules, Regulations & Procedures Brochure 3,500.00
- 3) Produce and print a Sales & Marketing Brochure 4,500.00

Estimated TOTAL = \$20,000.00

It will be emphasized at 11-17-09 meeting that all above costs will be estimates ONLY and that they would NOT be exceeded unless approved by SRV Council.

RECOMMENDATIONS: E. Kyle will type / e-mail a "handout" for M. Brett & SRV Council members to view at 11-17-09 meeting before leaving town. E. Kyle has arranged a 4-way Conference Call with Mayor Brett for Monday 11-16-09 at 9:00 P.M. P. Mills & C. Nairn will meet at 1:00 P.M. Mon. 11-16-09 to finalize "handout." C. Nairn will make copies.

MEETING ADJOURNED AT: 3:05 p.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD 1-8-2010 (date)

MEETING CALLED TO ORDER AT: 8:55 a.m. (time) @ SR Village Hall

ATTENDANCE: P. Mills, C. T. Nairn, E. Pyle

TOPICS DISCUSSED: D. Romanowski informs us C.T. has been paid in full. Approx. \$10,000.00 from 2009 Cemetery Budget has been encumbered into 2010.

We will meet with cemetery consultants over the next few months per SRV Council's suggestion. We want prices and how many hours consultation we may need at this point. The consultant should help us construct a Business Plan/Proforma. Also, development of deeds, record-keeping, costs.

We each will contact cemetery consulting resources to arrange for presentations as soon as possible.

RECOMMENDATIONS: P. Mills will call Mr. David Chapteaux, ~~Shanteau~~ cemetery consultant and President of the OH. Association of Cemeteries and Funeral Homes. E. Pyle will call Grever & Ward, cemetery consultants from Orchard Park, N.Y.

C. T. Nairn will contact Mr. J. Markley in Bainbridge to arrange sitting in on a Cemetery Board meeting.

MEETING ADJOURNED AT: 10:40 a.m.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD

Wed.

July 21, 2010 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 8:00 am (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: The new LARGE copies of the Proforma were distributed and discussed. He would like a proforma only for current and former residents of the Village and current and former employees of the Village rather than open for all.

He have questions for D. Chanteau such as the size of the Columnbarium and how many containers a "single" and a "double" will hold. He'd like D. Chanteau to obtain from Rob Arnold, the exact number of burials in Chapin Falls (rather than approx. numbers). (with D. Chanteau)

He need a Conference call before E. Pyle leaves on vacation, but we can't fit it in.

RECOMMENDATIONS: He will keep M. Brett informed about D. Chanteau's progress.

He hope to have a day-long work session with D. Chanteau after Labor Day. Council will be invited to participate.

MEETING ADJOURNED AT: 9:45 am

SIGNED BY: Cindy Nairn (person taking minutes)

Cemetery COMMITTEE

MINUTES OF MEETING HELD Sept. 1, 2010 (date) @ SRV Hall

MEETING CALLED TO ORDER AT: 8:55am (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: An all-day work session will be held 9-24-10 @ 7:30 A.M. with David Chanteau. His fee is \$130.00 per hour. An attendance 9-24-10 will be M. Brett, Cemetery Board, M. B. Kolfe, D. Johnson, D. Romanowski. We will need a "part-time" PROJECT MANAGER for the Cemetery for the first 12 months. We will "frontload" Proforma to Council. The project is to operate as a "business"
\$321,000.00 for Cemetery to be built
+ 80,000.00 for 1st yr. operation
\$401,000.00

We want D. Chanteau to send us:
1. Copies of the 2 budgets for Resident/Non-Resident
2. A copy of the 2 revised proformas. Proformas

RECOMMENDATIONS: At the 9-24-10 work session we request of D. Chanteau:

1. Columbarium drawer sizes
2. His thoughts on our Rules & Regulations Book
3. Design recommendations / changes
4. Implementation schedule
5. Change 7 hours for design review to 4 hours.
6. His attendance at a "Cemetery Dinner" @ E. Pyle's home 9-23-10 @ 6:00 p.m.

MEETING ADJOURNED AT: 10:05am

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Wed. 9-22-10 (date)

MEETING CALLED TO ORDER AT: 8:00 A.M. (time) @ Village Hall

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: Cemetery Board has many questions concerning the latest packet of data, info, etc. from D. Khanteau. C. Nairn & P. Mills have found several math errors on proforma pages. D. Khanteau will need to address money and number discrepancies on financial sheets. Cemetery Board will host a dinner @ E. Pyle's home on THUR 9-22-10 for D. Khanteau & G. Russell prior to 9-24-10 Work Session. Board discussed D. Khanteau's suggestion that J. Bond's plans be modified.

RECOMMENDATIONS: Cemetery Board will go over David's proformas (resident/non-resident) changes he's made to Rules & Regulations. We will bring our questions to Work Session on 9-24-10.

MEETING ADJOURNED AT: 10:05 A.M.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE
Work Session Fri. Sept 24, 2010 @ Village Hall
MINUTES OF MEETING HELD (date)

MEETING CALLED TO ORDER AT: 7:30 A.M. (time)

ATTENDANCE: M. Brett, M.B. Kolfe, D. Romanowski, D. Johnson, P. Mills, C. Fairs, E. Pyle, D. Chanteau, S. Russell

TOPICS DISCUSSED: Today is the Workshop/Work Session with David Chanteau Executive Director of the Ohio Cemetery Foundation (cemetery consulting firm). There is NO Charge to the Village for his visit today. Info/DATA shared via packets:

- 1) Reforma starts with # of deaths in SRV-50 (maybe)
- 2) # of cremations = 40%
- 3) " " " currently [NATIONALLY] = 36%
- 4) St. OHIO Data states (25) die annually in SRV
- 5) GRADE ENTIRE 7.26 acres from the start for EYE APPEAL and SALES.
- 6) Saturday hours must be clearly stated in our Rules/Regulations (no later than NOON)
- 7) Need (2) people trained in Cemetery Maintenance.
- 8) Need (2) people trained in Cemetery Administration.
- 9) "We will do this ONLY ONCE: we want to do it RIGHT."
- 10) SCATTERING GARDEN will cost approx. \$600.00

RECOMMENDATIONS: 1) Project must have a Cemetery Engineer ASAP! D. Chanteau will interview some for us.

- 2) We need 1,100 (10'x40") graves PER ACRE. First 4 graves should face the road. NOTE: 1 tree takes up 8 graves, so tree plots will be at premium prices.
- 3) NO water lines (this is a WASTE)
- 4) Eliminate J. Bonds pathways (there's some objections to this)
- 5) Cremonins Benches should be considered.
- 6) MAYOR BRETT: "SRV budget is tight. Keep Cemetery

MEETING ADJOURNED AT: 10:30 am.

Project 'low key' until after Nov. 2, 2010 Income Tax.
SIGNED BY: Cindy Fairs (person taking minutes) "Vote."

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Mon. 10-18-10 (date) @ SR Village Hall

MEETING CALLED TO ORDER AT: 7:05 AM (time)

ATTENDANCE: M. Brett, P. Miles, C. Nairn,
E. Pyle

TOPICS DISCUSSED: M. Brett stated there will be NO cemetery construction in 2011. Project will be "on paper only" and J. Bond should be immediately updated on progress.

D. Chanteau will provide #'s from himself & Cemetery Engineer for monies needed. Council should see Rules & Regulations before we pay D. Chanteau to edit them. Council will want us to be conservative. Our options: stay with CT's (J. Bond) plans or D. Chanteau's.
D. Romanowski will update total we spent 2009, 2010.

Council will want to know:

- ① What has been accomplished
- ② Where we are NOW.
- ③ "Here are our next steps" / final engineering layouts.

RECOMMENDATIONS: C. Nairn will call J. Bond to set a meeting to "catch her up," hopefully this Thur. 10-21-10. J. Bond will:

- ① Provide where we are w/ engineer budget numbers.
- ② Provide ideas for more graves and add Premier Sites.
- ③ Comments on Rules & Regulations?
- ④ Additional expenses?

MEETING ADJOURNED AT: 9:00 AM.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD THUR
OCT. 21, 2010 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 1:06 P.M. (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle, J. Bond
(CT Consultants)

TOPICS DISCUSSED: The meeting is to "catch Joyce
up" on all that has occurred since
D. Chanteau "came on board" in May.

E. Pyle is putting a Cemetery Book to-
gether to include layout/design, proforma,
rules & Regulations.

J. Bond stated that CT Consultants
has worked only on existing cemeteries
never a new one.

A price comparison (what CT Engineers
will charge VS. what Kleingers Engineering
will charge) will be conducted.

J. Bond will modify her layouts to
eliminate paths, etc. so many more plots
can be drawn in/added.

RECOMMENDATIONS: We want leftover funds en-
cumbered to 2011; we will request that
this is allowed by Council.

we are requesting \$11,000.00 more for
2011, as we only have \$5,572.00 left in
the Cemetery Budget.

MEETING ADJOURNED AT: 2:40 P.M.

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD

Tues. 1-18-11 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 9:00AM (time)

ATTENDANCE:

E. Pife, P. Mills, C. Nairn, D. Romanowski

TOPICS DISCUSSED:

Today is an ALL-DAY work session to assemble 15 Cemetery Handbook BINDERS. Binders are divided into 25 sections.

D. Romanowski purchased all necessary materials for this project. She is copying all pgs. to be placed in these binders.

Cemetery Board members are editing, proofreading, modifying all pgs. prior to copying and assembling these binders.

Binders will be distributed to M. Brett, Council members, D. Johnson, J. Bond, D. Macewar, D. Andrey, etc. at the 1-24-11 7:30pm Council Meeting.

RECOMMENDATIONS:

4:45p.m. - Binders are not finished. C. Nairn and P. Mills will resume work on these at Village Hall on THUR, Jan. 20, 2011 to complete.

MEETING ADJOURNED AT:

4:45p.m.

SIGNED BY:

Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD 7-7-2011 (date) @ Village Hall

MEETING CALLED TO ORDER AT: 6:35 pm (time)

ATTENDANCE: M. Brett, H. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED: We have received 2 cemetery engineering firms' resumes to compare. we are still waiting to receive resume from CT Consultants. D. Chanteau wants a "Cemetery Engineer." E. Pyle will contact J. Bond @ CT today to "catch her up" & get a CT resume.
E. Pyle & M. Brett discussed the cemetery as a Business proposition with a \$400,000.00 loan. Survey work, Rules & Regulations, & Pre-sales must begin soon. A design engineer firm must be selected. M. Brett suggested a 2-hr. Work Session with D. Chanteau, Cemetery Board, the Mayor & Village Council to discuss the design & Rules & Regulations, Pre Sale, marketing who will be selling plots. The BUSINESS must be set up PRIOR to pre-sales and construction.

RECOMMENDATIONS: By end of Sept. or OCT. 1st we will have an Engineering firm finished with survey work and finalized Rules & Regulations from OCT. 1 - DEC. 31, 2011. Cemetery Board, Mayor Brett, Village Council, D. Chanteau, & Engineer will go over final design.

MEETING ADJOURNED AT: 8:00 pm

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Mon. 7-25-11 (date)

MEETING CALLED TO ORDER AT: 8:45am (time)

ATTENDANCE: P. Mills, C. Nairn, E. Pyle

TOPICS DISCUSSED:

David Chanteau will "oversee" / manage the engineering firm choice. The Cemetery Board will relay to D. Chanteau our desires for the "look" we're after (biocolic).

We referred to Tab #23 of S.R.V. Binder (Cemetery) for Kleinger/Shanteau prices.

The S.R. Village Cemetery Board will make the final choice of Engineering firm chosen.

The Cemetery Board has received resumes from Kleingers & Associates and MSP (Mr. Bill Smith Punshon, Inc.) engineering firm. Several requests have been made for a resume from CT Consultants; the Board has still not heard from CT.

RECOMMENDATIONS:

The Cem. Bd. finds it necessary to arrange a conference call with N. Foley & J. Bond at CT Consultants.

J. Markley & the Bainbridge Cemetery Board are looking over SRV Cemetery Rules & Regulations. C. Nairn will attend the Bainbridge Cemetery Board meeting @ Township Hall at 3:00 PM on Aug. 3, 2011.

MEETING ADJOURNED AT: 10:00am

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Mon. Aug. 29, 2011 (date)

MEETING CALLED TO ORDER AT: 8:35 am (time)

ATTENDANCE: P. Mills, C. Nairn, E. Ryle

TOPICS DISCUSSED:

The SRV Cemetery Board will attend the Sept. 12, 2011 Council Meeting. The SRV Cem. Board 2011 Fund is at \$16,830.00. At the 9-12-11 Council Meeting the Board will request money from this fund for David Thant's completion of the cemetery RULES & Regulations and selection of the engineering firm for the cemetery.

C. Nairn displayed & discussed photos she took Feb. 2011 showing the "view" into the cemetery property from the back end of Chagrin Lakes beyond the tennis courts.

C. Nairn shared info she received from 8-3-11 Bainbridge Cemetery Board meeting.

RECOMMENDATIONS:

The Cem. Board will be on 9-12-11 SRV Council Meeting agenda.

C. Nairn will prepare summary of notes from 8-3-11 Bainbridge Cemetery Board meeting for SRV Cem. Board members.

C. Nairn will get information from ARCHIVE cemetery records system software company.

MEETING ADJOURNED AT: 9:45 am

SIGNED BY: Cindy Nairn (person taking minutes)

BAINBRIDGE CEMETERY

Board Meeting

3:30-5:20pm Wed. Aug. 3, 2011

The following are from Cindy Hearn's notes (discussed ^{items} by Greg Marous & Rob Arnold)

1. A new cemetery should be built from the center out.
2. To generate income a minimum of 50 tree locations and 10 bench areas should be designated for sale.
3. Utilize pavers.
4. Remains can be placed in a benches 4 legs.
5. As a money-maker, we should sell our own vaults. Chagrin Cemetery charges for engraving on columbarium as a money-maker
6. Columbarium - Bainbridge: individual columbariums for 2 are \$600.00 engraved and installed. Tell an urn with columbarium, ^{*as a money-maker Chagrin charges} for columbarium engraving. *
7. Restland charges - NEW section (for residents) \$450.00 per grave, \$500.00 for opening [^{\$650.00 on Oct.}]
8. Very important we join OH. Cemetery Association.
9. Good idea also for us to join the Cleveland Cemetery Association to "pick their brains" for

(2)

"what works"/"doesn't work".

10. Do not charge Vets.
11. Consider a water feature i.e. reflecting pool (solar powered fountain?)
12. Bainbridge Board attended the Feb. 18th/19 2011 Cemetery trade show in Columbus which was very eventful and informative, especially related to cemetery grounds, management, and sales. Our Board plus Darrell Johnson should attend in 2012,
13. Let the monument company sell benches, but SRV Cem. Board must APPROVE benches.
14. Saturday burials in AM ONLY. NEVER after 12 noon on Saturdays!!
15. All benches must be granite ON A FULL FOOTER.
16. For our Rules & Regulations:
 - A. Changes should be made only once a year.
 - B. Any/all changes should be sent out to all funeral homes and should be placed on the SRV web site immediately.

Cindy Nairn

A written thank-you note to Bainbridge Cemetery Board was mailed Aug. 4, 2011

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Tues. 6/5/12 (date) on the Cemetery Property

MEETING CALLED TO ORDER AT: 8:40 am (time)

ATTENDANCE: C. Lyle, D. Johnson, C. Nairn, L. Neilman, D. Horewar, Eric Haibach, D. Romanowski, D. Chanteau

TOPICS DISCUSSED: A "tree walk" was completed. There is too much underbrush, etc. to walk the 7.26 acres. There are very few decent trees growing on the cemetery property; David & Eric tagged a few that could be "spared" from the bulldozer and for brushhog. Eric pointed out a few dry streambeds.

The back end of Chagrin Lakes community (tennis courts, pavillion, etc.) is NOT visible from the cemetery property.

RECOMMENDATIONS: It has been suggested that only a small part of the 7.26 acres be cleared initially. D. Horewar will gather estimates for clearing the parcel.

MEETING ADJOURNED AT: 11:20 AM

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD TUES. 6-5-12 (date) @ SRV Hall

MEETING CALLED TO ORDER AT: 10:15 AM (time)

ATTENDANCE: E. Pyle, D. Johnson, C. Nairn, L. Skilman
Eric Naibach, D. Romanowski, D. Chantreau

TOPICS DISCUSSED: WEB-X Seminars

PONTEM SOFTWARE: Cherry Hood, Presenter

The basic price for Pontem Cemetery software without cards is \$3,672.00 (base price). This price includes training, support services, all software products and updates.

The annual maintenance fee is \$734.00

Pontem has been in business for 4 generations.

CIMS/Ramaker & Associates, Inc.: Brandon Teinley, Presenter

Ramaker & Associates was established in 1991. Cemetery Board (& others above) viewed CIMS Web-X Seminar. e-Cims costs \$1,200.00 to set up. The installed Quickbooks module keeps track of Cemetery finances. 120 days are free for SRV.

\$2,995.00

1,200.00 mapping

505.00 QUICKBOOK

450.00 ANNUAL upgrades

MEETING ADJOURNED AT: \$5,150.00 TOTAL

SIGNED BY: Cindy Nairn (person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery

COMMITTEE

MINUTES OF MEETING HELD

Monday

July 1, 2013

(date)

@ Village Hall

MEETING CALLED TO ORDER AT:

7:00AM

(time)

Page # 1

ATTENDANCE:

Mayor Brett, P. Mills, C. Tairn, E. Pyle, D. Hocesar, D. Romanowski, D. Johnson

TOPICS DISCUSSED:

D. Johnson will be the SRV Cemetery "sexton". As such, Darrell will conduct sales, provide costs, etc. to Cemetery customers. D. Hocesar will be a "back-up" to the Sexton.

L. Neilman will operate the CIMS Cemetery software; she will oversee plot locations and sales, etc.

The Office for the Cemetery will be located in one of the vacant rooms of the SR Village Hall, basement.

On the parcel, M. Brett wants a map of 1-2 acres and a price to clear the land. He is asking D. Romanowski and L. Neilman to look at the CIMS Cemetery Software to investigate the software requirements for our Cemetery's operation. CIMS will need a layout (rough

RECOMMENDATIONS:

draft) of entire parcel and a detailed layout of the 2 cleared acres.

Our needs to proceed (in order):

1. Obtain quotes to clear 2 acres (initially)

2. Purchase Cemetery software

3. Present a report to Council

4. Bid documents from CT

5. Construct TIMELINE (D. Hocesar will work with CT on this)

[Continued on next page.]

MEETING ADJOURNED AT:

8:10 AM

SIGNED BY:

Cindy Tairn

(person taking minutes)

SOUTH RUSSELL VILLAGE COUNCIL

Cemetery COMMITTEE

MINUTES OF MEETING HELD Monday, July 1, 2013 (date)

MEETING CALLED TO ORDER AT: _____ (time) Page #2

ATTENDANCE: (see page 1)

RECOMMENDATIONS:

~~TOPICS DISCUSSED:~~

Sales & Marketing Piece - what do area funeral homes see when they present to different cemeteries?

Press Release - she need a "Press Release" for the local newspapers.

Sales Pamphlet - she need a tri-fold glossy pamphlet for customers / sale of plots.

Next Council Meeting - she need to RE-present SRV Cemetery Rules & Regulations to SRV Council members for final approval.

Immediate Business - C.I. Plan

RECOMMENDATIONS: ② Software
③ Out to bid

Mayor Brett is asking the Cemetery Board members to stay engaged as this project evolves.

MEETING ADJOURNED AT: 8:10 AM

SIGNED BY: Cindy Hiron (person taking minutes)