

Hillgrove Union Cemetery Board Meeting

January 19, 2023

8:00 a.m.

Board Meeting Minutes

Chairperson McCabe called the meeting to order. The following Board members were present: Don Culp, Gary Pascoe and Mike McCabe. The following staff members were present: Jennifer Johns, Ryan Davis, Kevin McKinney, Aaron Stonecash and Wade Collins.

The minutes of December 22, 2022, were presented for approval. One typo was found. Mr. Pascoe moved to approve the minutes as amended. Mr. Culp seconded. Motion carried.

Mr. Collins provided the Sexton's December report.

- Interment sales were \$4,750
- Lot sales were \$4,725
- Safety meeting topic was on chain saw safety
- The contractor still has us on the list to install the cameras
- We have a burial today. Matt Wheeler is assisting with the grave site. With all the rains we had overnight Mr. Wheeler is making sure the grave didn't cave in or have water in the grave.
- January has been a busy month.

Mr. Davis informed the Board that he is working with the City Engineer on drainage issues and paving of the cemetery. The cemetery gravel drive and dumpster area are included in the City/Township Paving Program. Staff is working on a location to place the dumpster for easy access and also the aesthetics.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that the cemetery had an excess of funds amounting to \$30,407.14. These funds will be added to the reserve funds.
- December expenditures are 85% of budget and revenue is collecting at 105% of budget

A motion was made by Mr. Culp, seconded by Mr. Pascoe to accept the financial reports as prepared for December. Motion carried.

Ms. Johns presented the annual financial report. She will distribute this to City Council and Miami Township Administrators.

Mr. Davis presented Resolution 2023-01. This resolution is the first step in the process. Burkhardt Engineering provided a quote that consists of a boundary retracement and topographic survey of 2.0 acres of the cemetery. The second step will consist of location of additional columbarium's and layout of the new lots based on maintenance and upkeep of the graves. Step 2 can be performed in house, if needed.

A motion was made by Mr. Culp, seconded by Mr. Pascoe to approve Resolution No. 2023-01. A resolution to enter into a contract with Burkhardt Engineers and Surveyors for survey services at Hillgrove Union Cemetery. Motion carried.

Mr. Culp asked if additional funding would be needed from the City and Township to fund additional projects. Staff stated that they are working on compiling a five-year capital plan that will include but not limited to roads, lots, and additional columbarium's. Staff will let the Board know the dollar amount and the Board can decide if they wish to request additional funds from each entity.

The Board received a letter from Doug Rettich. The letter expressed his sincere appreciation for a job well done by Mr. Collins in the burial of his wife. Mr. McCabe would like this letter placed in Mr. Collins personnel file. He thanked Mr. Collins for his customer service to patrons of the cemetery.

The next meeting is scheduled for February 23 at 8:00 a.m.

There being no further business to come before the Board, Mr. McCabe declared the meeting adjourned.

Respectfully submitted,



Kim Combs
Secretary