

# OAK HILL CEMETERY BOARD OF MANAGERS

## Members present

Chairman Jim Dennis  
Ralph Beamer  
Alderman Shawn Burtle  
Judy Rodden

## Also Present

Superintendent Bill Newberry

(Al Showalter arrived at 6:25 p.m.)

Chairman Dennis called the meeting to order on Tuesday, March 20, 2012 at 6:00 p.m. and led the Pledge of Allegiance.

## **PERPETUAL CARE FUND REPORT**

Superintendent Newberry presented and discussed several financial reports as provided by City Treasurer Terri France:

- A breakdown of interest earned on the Perpetual Care Fund
- Annual totals for Perpetual Care Fund Interest Earned from 1999 through 2011, expenses for cemetery paid from Perpetual Care Fund from 5/2004 through 5/2011, and money transferred to Perpetual Care Fund (15% from Lot Sales) from 1999 through 2011
- Monthly balances of Perpetual Care Fund investments from 7/31/2010 through 2/18/11.

He also provided a column chart of Cemetery Revenue, Expenses, and the Difference.

## **PURCHASE NEW TRUCK**

Superintendent Newberry presented the specifications and bid from Bob Ridings for a 2012 Ford truck for the Board's review and discussion. The total purchase price is \$20,284.00, and this truck will replace a 1991 truck which will probably be put in the City auction.

**Motion** was made by Board Member Beamer and seconded by Board Member Rodden to purchase the truck in the amount of \$20,284.00 from Bob Ridings with the money coming from the Perpetual Care Fund.

Motion approved 4-0.

## **PURCHASE NEW MOWER**

Superintendent Newberry presented the bid from Sloan Implement for a 2012 740 Garden Tractor for the Board's review and discussion. The total purchase price of the tractor is \$9,283.10 with a trade-in amount for a 2006 740 Garden Tractor of \$2,000; making the trade difference \$7,283.10. The Water Department is interested in the 2006 tractor; so instead of trading it in on a new mower, they will take it and transfer \$2,000 to the Cemetery.

**Motion** was made by Board Member Rodden and seconded by Board Member Beamer to purchase the tractor from Sloan Implement in the amount of \$9,283.10 with the money coming from the Perpetual Care Fund; and the Water Department will transfer \$2,000 to the Cemetery for the 2006 mower.

Motion approved 4-0.

Board Member Showalter arrived.

**REVIEW OF CEMETERY PRICES**

Superintendent Newberry presented a listing of prices for Opening, Grave, and Cremation for several area cemeteries and a listing of suggested price increases for review and discussion.

**Motion** was made by Alderman Burtle and seconded by Board Member Beamer to make the increases as follows effective 5/1/2012, and a review of rates will be made on an annual basis each spring.

	<u>Current Rate</u>	<u>Rate Effective 5/1/12</u>
Grave	\$500	Resident Grave \$625 Non-Resident Grave \$825
Baby Grave	\$150	Resident Baby Grave \$250 Non-Resident Baby Grave \$450
Interment	\$550 - \$650	Resident Interment \$675 - \$775 Non-Resident Interment \$875 - \$975
Baby Interment	\$150 - \$200	Resident Baby Interment \$250 - \$350 Non-Resident Interment \$350 - \$450
Cremation Burial	\$250 - \$300	Resident Cremation Burial \$450 - \$550 Non-Resident Cremation Burial \$650 - \$750
Foundation for Monument (Base) Length X Width	\$0.60	\$0.75

Perpetual Care Fund

Resident – With these price increases, 15% of grave sales = \$ 93.75

Non-Resident – With these increases, 15% of grave sales = \$123.75

Motion approved 5-0.

**APPRAISE HOUSE FOR PURCHASE – 606 E. GANDY**

The possibility of purchasing the aforementioned property was discussed and a map of the property was presented by Superintendent Newberry.

**Motion** was made by Board Member Showalter and seconded by Board Member Rodden to have the property appraised.

Motion approved 5-0.

**FY 2012/13 CEMETERY BUDGET**

Superintendent Newberry presented and explained the proposed budget for the coming year.

**Motion** was made by Board Member Rodden and seconded by Alderman Burtle to refer the presented budget to the Finance Committee.

Motion approved 5-0.

## **OTHER MATTERS**

Superintendent Newberry reported on the Clean-Up activities and stated they are removing the “out of control” bushes which are covering up stones. He also reported that the water is shut off over the entire cemetery because of rusty pipes (not deep enough in ground); however, water can be obtained from a spigot outside the office building.

**Motion** to adjourn was made by Board Member Beamer and seconded by Board Member Showalter.

Motion approved 5-0.

Meeting adjourned at 7:13 p.m.

---

Judy Rodden

# OAK HILL CEMETERY BOARD OF MANAGERS

## **Members present**

Chairman Jim Dennis  
Ralph Beamer  
Al Showalter  
Alderman Shawn Burtle

## **Also Present**

Superintendent Bill Newberry

Chairman Dennis called the meeting to order on Tuesday, May 29, 2012 at 6:00 p.m. in the Council Chambers at City Hall.

**Motion:** was made by Board Member Showalter and seconded by Board Member Beamer to recommend to the City Council to direct Superintendent Newberry to negotiate the purchase price with the home owners on 606 E. Gandy St.

Motion approved 4-0.

**Motion:** was made by Board Member Showalter and seconded by Board Member Beamer to recommend to the City Council to purchase the house at 606 E. Gandy St. when a price is agreeable to the City and to use the Perpetual Care Fund Interest.

Motion approved 4-0.

**Motion:** was made by Board Member Showalter and seconded by Board Member Beamer to recommend to the City Council to remove the house at 606 E. Gandy St. when the City has ownership of the property using the Perpetual Care Fund Interest.

Motion approved 4-0.

**Motion** to adjourn was made by Alderman Burtle and seconded by Board Member Showalter.

Motion approved 4-0.

Meeting adjourned at 6:24 p.m.

---

William Newberry

# OAK HILL CEMETERY BOARD OF MANAGERS

## Members present

Chairman Jim Dennis  
Judy Rodden  
Al Showalter  
Alderman Shawn Burtle

## Absent

Ralph Beamer

## Also Present

Superintendent Bill Newberry

Chairman Dennis called the meeting to order on Tuesday, June 19, 2012 at 6:00 p.m. and led the Pledge of Allegiance.

## **PERPETUAL CARE FUND REPORT**

Superintendent Newberry presented a breakdown of the Perpetual Care Fund accounts. The total is \$948,486.94. He stated that Perpetual Care Fund money will be increasing due to the May 1 price increases.

## **SURVEYING OF BLOCK 40**

Superintendent Newberry presented and discussed the two estimates he received for surveying Block 40. Brent Windell submitted a numbered plot drawing and estimate for \$3,400 for 117 lots. The second estimate was to stake 99 lots at a bid of \$3,000.

**Motion** was made by Board Member Rodden and seconded by Board Member Showalter to accept the estimate from Brent Windell for \$3,400 because the additional 18 lots in his plan will result in approximately \$45,000 additional income.

Motion approved 4-0.

## **UPDATE ON PURCHASE OF HOUSE ON GANDY**

Superintendent Newberry discussed the current status of the 606 E. Gandy property. He explained that there are three liens against the house amounting to approximately \$230,000. The City Attorney is currently reviewing possible options, and we will wait for his opinion.

## **OTHER MATTERS**

Superintendent Newberry presented a Revenue Report for the month of May (\$14,373.75). He also provided a detailed summary by Block of grave plots remaining as of June 12, 2012. Total plots remaining are 171.

**Motion** to adjourn was made by Alderman Burtle and seconded by Board Member Showalter.

Motion approved 4-0.

Meeting adjourned at 6:35 p.m.

---

Judy Rodden

---

## OAK HILL CEMETERY BOARD OF MANAGERS

### Members present

Chairman Jim Dennis  
Ralph Beamer  
Judy Rodden  
Al Showalter  
Alderman Shawn Burtle

### Also Present

Superintendent Bill Newberry  
Bret Mason, Brechnitz Group of Raymond James & Associates

Chairman Dennis called the meeting to order on Tuesday, September 18, 2012 at 6:00 p.m. and led the Pledge of Allegiance.

### **PERPETUAL CARE FUND REPORT**

Bret Mason provided everyone with a copy of a detailed report of our Perpetual Care Fund money investments with his company and explained it in terms of Market Overview, Asset Allocation, Performance, and Recommendations. He has been working with the City, handling these monies for approximately 15 years. He explained our Fund monies are in conservative investments and interest rates are projected to stay down for a few more years; however, our year to date returns average around 9%. His recommendations included continuing with our conservative allocation, reporting to the Board once a year, and considering moving local bank funds upon maturity.

Superintendent Newberry also presented us with a breakdown of the Perpetual Care Fund money balances in local banks. All Perpetual Care Fund monies total \$958,529.46 as of 8/31/12.

### **CEMETERY OVERSIGHT ACT**

Superintendent Newberry explained that this new State Act requires that he send an application to register with the State and that it will cost \$150 to process this application. This new Act also requires that all burials be entered into the computer on a State site, and that he must provide a variety of specific information when cemetery plots are purchased. He reported that we are in compliance with their requirements.

### **SIDEWALK REPLACEMENT CHEROKEE STREET AND GANDY STREET**

Superintendent Newberry explained the current safety status of the sidewalks surrounding the cemetery on Cherokee and Gandy streets. He described that the sidewalks are uneven with gaps and pose a safety issue.

**Motion** was made by Board Member Showalter and seconded by Board Member Rodden to recommend to the City Council that due to safety issues, the sidewalk on Cherokee Street be replaced using money from the General Fund not to exceed \$10,000.

Motion approved 5-0.


### **OTHER MATTERS**

Superintendent Newberry reported that Block 40 is complete, resulting in 468 additional graves. Accordingly, as of 9/11/12 there are a total of 622 graves available, which represents an approximate five year supply.

**Motion** to adjourn was made by Board Member Beamer and seconded by Board Member Showalter.

Motion approved 5-0.

Meeting adjourned at 6:40 p.m.

  
\_\_\_\_\_  
Judy Rodden