



CEMETERY BOARD

MEETING MINUTES
JANUARY 11, 2018
9:00 AM

Mayor Joel B. Day called the meeting of the New Philadelphia Cemetery Board to order on Thursday, January 11th, 2018 at 9:00 a.m. in the Service Director's Meeting Room of the John Knisely Municipal Centre.

Mayor Day thanked members of the board and guests for attending.

Members in attendance: Jim Exley, Richard Geib, Kelly Herron, Ron McAbier and Mark Wideman

Excused: Dave Frantz, Tim Halter and Aimee May

Guests: Jose Castrejon and David Shanteau, Cemetery Consultants

A motion was made by Jim Exley to accept the November 16 and November 29, 2017 minutes. It was seconded by Ron McAbier. Motion passed unanimously.

Mayor Day informed the board that the cemetery land deal with Kevin Wallick fell through because of a threatened law suit. Therefore he said the board should work on the fall back plan, which is to hire a consultant to show how existing cemetery land could be better utilized and consider using a small portion of airport land for cemetery use.

The floor was then given to Mr. Castrejon and Mr. Shanteau for their presentation. They said they had visited the City's existing cemeteries and had these observations and recommendations:

- A new office should remain on cemetery property
- It is critical to place columbariums near the cemetery office
- Thought should be given to keeping the caretakers building at the Fair Avenue cemetery for columbarium use and for marketing purposes
- Cemeteries should have a variety of pricing options for burials.
- With the rising number of cremations there is perhaps a lesser need for space.

- A committal chapel could be built at the East Avenue cemetery in memory of an individual or family. Donations from the individual or family could cover the construction costs.

Mr. Geib reminded the consultants that the City has a 19th century and 20th century cemeteries, and a 21st century cemetery with new land. He said that fact could be used for marketing purposes.

The consultants' said, based on what they've heard so far, the board wants a master plan for all existing cemeteries.

A discussion was then held on the consultants' fees to develop a master plan. Castrejon and Shanteau explained the following:

- A plan that includes basic demographics, a phasing plan, onsite analysis and recommendations the fee would be approximately \$20,000.
- If the city would like to include rules and regulations, pricing and marketing, how to manage maintenance efficiently, etc. the fee would be more around \$40,000. This does not include the architectural design.

Castrejon said he would include input from community members and he suggested holding two public input meetings. The idea would be to include planning commission members, volunteer groups, funeral home representatives and neighborhood groups.

Phase One: a predesign kickoff meeting (gathering information, finding utilities and roads).

Phase Two: brainstorming with stakeholders. Three designs would then be developed.

Phase Three: Jose would return and present his designs in a public forum discussing the pros and cons.

Phase Four: meet with stakeholders and discuss the public forum meeting.

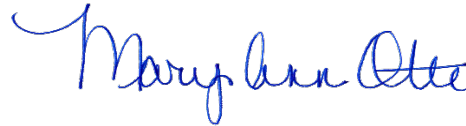
Phase Five: Jose would make the final design.

It was decided that the scope of work now would include Evergreen, East Avenue and Fair Avenue Cemeteries in addition to 1-1/2 acres of airport land.

With no further business to attend to Mayor Day made a motion to adjourn. Ron McAbier seconded it. Meeting adjourned at 10:08 a.m.



Mayor Joel Day



Secretary Mary Ann Otte