

December 12, 2019

TO: Oak Lawn and Sand Hill Cemeteries Lot Owners and Families of Lot Owners  
FROM: City of Decatur Cemetery Board of Directors – Ann Logue, President; Wayne Stone, Vice-President; Joyce Horton, Secretary; and Board Members: Gene Blagg, Cynthia DesRoches, Frank Perrin, Angela Smith, Fabiola Valdez, Jerry Watson, LaDonna Wren

### ENDOWMENT INCOME

Interest earned from the endowment fund is one of two main sources of income for both cemeteries. \$7,726.58 endowment interest was earned this past fiscal year on the endowment fund, which had a \$448,461.56 balance at the beginning of the 2019 fiscal year. Because of the lower interest rates on endowment interest income, please consider making a contribution to one of the categories specified on the donation card enclosed. If you have already endowed your family lot and would like to make an additional donation to increase the endowment fund, mark category 1 on the donation card. Your name will be listed with other donors in the 2020 report. \$1,600.00 was donated in 2019 to the endowment fund, and their names are listed on the “Donors” page in this report.

### SPECIAL PROJECTS

Special contributions not designated for endowments are earmarked as “Special Project” donations and will be used for capital improvements or special projects decided on by the Cemetery Board. Because cemetery expenses have been exceeding its income, Special Project donations allow the Board to do projects it could not do otherwise. \$18,557.00 was received this past fiscal year from special donations. A special thank you to those who made donations to the Cemetery in 2019 and whose names are listed on the “Donors” page in this report.

The Board continued the special project of repairing monuments in several sections in Oak Lawn this past year at a cost of \$5,330.41. If you wish to help with the cost of these repairs, a \$50.00 donation will normally cover the cost of one monument. The Board will continue with additional monument repairs in Oak Lawn in 2020.

The City crews have cleared the remaining sections on the north end of Oak Lawn, and once this section is surveyed and roads are built, it will be opened for sale. The cost to pave the roads will be a large expense, so please consider making a donation for this project. On the donation card enclosed, check “Special Projects” and make a notation your donation is designated for paving.

\$5,300.00 was paid out of the Special Projects Fund for repairs to both bathrooms at the Cemetery Board’s house/secretary’s office located across from Oak Lawn Cemetery and owned by the City of Decatur Cemetery Board.

### CEMETERY INFORMATION

The pavilion on the east side of Oak Lawn, which has fourteen benches for seating, is available to be used for grave side ceremonies. The Board encourages you to use this pavilion, believing it will be safer to use than holding services at the actual grave site. Having ceremonies at the actual grave site involves people having to walk over curbs and uneven ground, with these obstacles increasing the chances of someone falling.

With the increased trend toward cremations, the Board is discussing if there is a need to build a columbarium in Oak Lawn for the placement of urns containing cremated remains. Another option discussed is the designation of an area in the cemetery reserved exclusively for the burial of urns in small, individual plots. Current rules pertaining to the burial of cremains state that (1) only two sets of cremains will be allowed to be buried in one grave space, and (2) only one set of cremains can be buried in the same grave space with one other burial.

### FINANCIAL REPORT FOR FISCAL YEAR 10/1/18 - 9/30/19

#### ENDOWMENT FUND BALANCE:

Endowment Fund Balance 9/30/19 (includes \$7,537.50 endowment deposits/donations) \$463,725.64

#### INCOME/EXPENSE STATEMENT:

Total Income Deposited into General Fund \$ 40,825.50

Total Interest Income Earned on Endowment Funds \$ 7,726.58

Total Disbursements out of General Fund (operating expenses) (80,951.54)

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Total Income Special Projects Fund (donations + interest) \$ 20,918.16

Total Disbursements out of Special Projects Fund (\$10,630.41)

# DECATUR CEMETERY BOARD 2019 SUMMARY REPORT

Both Oak Lawn Cemetery and Sand Hill Cemetery are part of a single municipal cemetery system operated by the City of Decatur. The Board is appointed annually by the Decatur City Council and is under City supervision. Its financial operations are managed by the City. The Board meets bimonthly, in the odd-numbered months, on the second Monday, at the City Hall at 10:00 a.m. Meetings are open to all lot owners. Individuals who wish to address the Board must sign an "Opinion/Speaker Registration Form" and are allowed three minutes to speak (six minutes if needing assistance from the interpreter they bring.) They can only address items listed on that meeting's Agenda.

**SALE OF GRAVE SPACES** - The current price of \$600.00 for each grave space is the same for both cemeteries, which includes a perpetual care fee to provide upkeep of the space. Lots can be purchased from Joyce Horton or Chet Niblett. The phone number for Decatur Cemetery Board is 940-627-3980.

**MAINTENANCE/UPKEEP FEES** - Because of the decrease in income from endowment interest, it is very important that each family who has a lot purchased prior to 1984 in Oak Lawn or Sand Hill makes sure their family lot is being taken care of by either paying yearly dues or by paying the required amount to provide perpetual care for the lot.

(1) For all lot owners who purchased lots prior to 1984 and who have not endowed their lot, annual dues are required for upkeep of lots. The \$10.00 minimum, payable in January of each year, will provide upkeep for up to five grave spaces with \$2.00 added for each additional space.

(2) Lot owners who purchased lots prior to 1984 may choose to endow their lots instead of paying annual upkeep dues. The \$125.00 minimum will provide upkeep for up to five grave spaces with \$25.00 added for each additional space. The money is placed in a perpetual care fund, known as the endowment fund. Only the interest earned from the endowment fund can be used for general operating expenses. Endowments deposited into the endowment fund cannot be used.

Since 1984 a perpetual care fee is included in the purchase price. If you purchased a lot after 1984 you DO NOT owe anything for upkeep. Donations to increase the endowment fund or to Special Projects are appreciated, though.

**MEMORIAL FUND** - A memorial fund was established by the Board for those wishing to contribute to the memory of a friend or loved one. A card will be sent to the family informing them of the memorial gift. The names of those who made memorial donations in 2019 are listed with other donors in this report.

**2019 CEMETERY OPERATION** – Both Oak Lawn and Sand Hill Cemeteries are maintained by private mowing firms. In the fiscal year ending September 30, 2019, Oak Lawn was mowed and trimmed numerous times at a total cost of \$55,533.80 and Sand Hill was mowed six times at a total cost of \$2,250.00. \$3,400.00 was paid for the removal of dead trees at Oak Lawn. We appreciate the assistance provided by the City's crews who worked at Oak Lawn throughout the year providing routine services including trimming trees and shrubs, removing trash, repairing roads and water leaks, and adding dirt to graves needing maintenance.

Other cemetery expenses included \$1,200.28 for insurance and \$2,553.11 for taxes on cemetery property, \$1,110.00 for six loads of dirt to fill in graves, and \$1,183.92 for the rental of portable restrooms at Oak Lawn. Additional expenses included electricity for the flagpole light at Oak Lawn, providing water at Oak Lawn for those needing to water flowers/trees, telephone and other office expenses, and upkeep on the secretary's house/office owned by the Cemetery Board.

**NEW REGULATIONS** - To show respect for those buried in the cemetery and their loved ones who visit, we ask that a quiet and respectful conduct be observed in the cemetery. To help assure this, the City passed an Ordinance in 2017 stating the open consumption of alcoholic beverages is not allowed in the cemeteries. Also, action taken in 2017 stating that no one is allowed in the cemeteries between the hours of 8 p.m. and 7 a.m. will show respect and also help prevent vandalism and accidental damage to lots. Gates are locked nightly.

**The Rules and Regulations were revised and approved by the Decatur City Council June 10, 2019. Enforcement of these rules is set to begin to remove items in violation of the rules. Please remove items not allowed.**

To help us maintain current contact information, please send us the names and addresses of your adult children or family members who are not on our mailing list. If you or any family members prefer to receive future yearly reports delivered to your e-mail, send your e-mail address on the enclosed donation/comment card and return in the enclosed envelope.

## Removal of Items in Violation of the Rules and Regulations

Because of the challenges presented in keeping a cemetery the size of Oak Lawn maintained, special Rules and Regulations were adopted in 2010 to improve the efficiency in maintaining both cemeteries. Some revisions to these rules were made and adopted by the City of Decatur June 10, 2019. All deeds state that ownership of a lot is subject to all rules in place at the time of purchase and also subject to all rules adopted at a later date.

The Rules and Regulations are intended not as restraining, but rather as defining an orderly plan of operation, care, safety, and maintenance, and are designed to ensure compliance. For a complete list of all rules in English and Spanish, go to “[decaturnx.org/428/Cemetery](http://decaturnx.org/428/Cemetery)” or contact the cemetery office at 940-627-3980. Signs in English and Spanish listing some of the main rules were posted at cemetery entrances at both cemeteries in 2017.

### **Below is only a partial list of the rules.**

1. Management has the authority to enter upon any space and to remove any items that may have been placed there contrary to the rules and regulations.
2. Any item left on the lot thirty days after a burial shall be deemed abandoned, and the City shall be entitled to dispose of it as it sees fit.
3. All graves must be marked with a durable monument or markers within one year from date of burial. Any temporary markers (including metal funeral home markers and wooden crosses) placed after a burial must be removed once the permanent marker is installed.
4. Maintenance and upkeep of monuments and markers and compliance with the rules and regulations are the responsibility of the lot owners. It is the lot owner’s responsibility to notify all family members of the rules and regulations.
5. The use of intoxicating beverages, outdoor cooking, and/or the consumption of food within the cemetery is strictly prohibited.
6. In order to assist the caretaker, only one flower arrangement may be used on each grave. Additional arrangements will be allowed to be placed for Easter, Mother’s Day, Father’s Day, and Christmas, but the additional items not removed after thirty days following these holidays shall be deemed abandoned, and the City shall be entitled to dispose of it as it sees fit.
7. Prior to setting any family or individual markers or monuments or installing any curbs or corner markers, approval must be secured from either the Board secretary, or the Grounds Chairman, so they may mark the boundaries of the effected lot and insure that the contractor complies with all regulations.
8. Vehicles shall not be driven through the grounds at a speed greater than 15 miles per hour, and must at all times be kept on the paved roads throughout the Cemetery.
9. Only approved cement curbing is allowed to mark the borders of lots. Curbs are not allowed in Sand Hill Cemetery nor in sections north of 9<sup>th</sup> Street in Oak Lawn Cemetery.

### **The following items are NOT allowed in any part of Sand Hill or Oak Lawn Cemeteries:**

Fencing, bricks, white rock, gravel, decorative rock, cement slabs, carpet, or any other type of ground covering placed on any grave or lot.

Seats (benches, chairs, settees), statues, structures (boxes, metal designs, wood or metal cases), religious artifacts, glass items, shells, ornaments, lights, chimes, toys, flagpoles, etc. Benches placed before 2010 may remain on lots (broken ones shall not be replaced.) Benches placed after 2010 will be removed.

No permanent planting of trees, hedges, shrubs, or flowers.

**If items currently on your lot are in violation of the Rules and Regulations, we ask for your compliance in removing these items before January 1, 2020.** If there are items that you do not want to be disposed of by personnel in charge of enforcing the rules, it is important that you remove these items before January 1, 2020. **Any items not allowed which remain on the lot after this date, or that are considered a safety hazard, will be deemed abandoned and will be removed by City or Cemetery grounds personnel. Once such items have been removed, they shall not be replaced.**