CITY OF DELAWARE
FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
6:30 P.M.

AGENDA

May 29, 2019

1. Roll Call

2. Approval of the Motion Summary for the meeting held April 3, 2019, as recorded and transcribed.

3. DISCUSSION of Future Debt Financings

4. UPDATE on Southern New Community Authority Financials

5. DISCUSSION of 2020-2024 Capital Improvement Program

6. UPDATE of Transportation Funding (Follow-up from March Retreat)

7. DISCUSSION of Cemetery Master Plan

8. Staff Comments

9. Member Comments

10. Next Meeting Date

11. Adjournment

FINANCE COMMITTEE
MOTION SUMMARY
April 3, 2019

ITEM 1. Roll Call

Chairman Hellinger called the Finance Committee meeting to order at 3:32 p.m.

Members Present: Vice-Mayor Kent Shafer, Vice-Chairman Chris Jones and Chairman George Hellinger

Staff Present: Bill Ferrigno, Public Works Director/City Engineer, Dean Stelzer, Finance Director, Jackie Walker, Assistant City Manager and Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for the meeting held January 23, 2019 as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary from January 23, 2019, as recorded and transcribed, seconded by Vice-Chairman Jones. Motion approved by a 3-0 vote.

ITEM 3. Review of Financial Management Policies

Mr. Stelzer discussed a recent bond sale related to the Glenn Road project.

ITEM 4. 2019-2023 CIP Plan Amendments

Mr. Stelzer discussed proposed amendments to the 2019 plan. He reviewed the General Fund Summary that is used for CIP and recommended allocation from the 2019 General Fund. He discussed the 20% reserve balance, which is over the targeted 17% recommended reserve balance. He discussed changes to Airport Improvement Fund and utilizing grant funding. The Committee discussed street resurfacing and city grant match transportation, DiGenova Way connector. Grant project changes is the East William Street project in which the bids were higher than expected.

Mr. Stelzer reviewed maintenance improvements and the previous supplemental that were brought before Council related to Co-Hatch and the City Hall Annex building for renovations to the second floor. Mrs. Walker discussed that current improvements are being done to the interior of the second floor and the installation of the skywalk. She discussed the issue with past flooding and efforts to improve. Also discussed is the estimated cost for security and bathroom facility on the second floor. Estimates were received to repair sidewalks in front of City Hall. Mr. Homan reviewed the access points to the second floor annex building.

ITEM 5. Road Levy Options

Mr. Homan provided an update on the Gas Tax that was approved at the state level and how that will impact the City. Vice-Chairman Jones discussed that the funds received go to maintenance of local streets. The Committee discussed their concerns on trying for a road levy. Vice-Chairman Jones recommended seeing how the funds from the gas tax benefits the local streets before determining a levy needs. Chairman Hellinger voiced concerns that there is never a good time to raise taxes, but that infrastructure improvements are necessary to alleviate congestion issues that are unable to be addressed by the gas tax. The Committee also discussed licensing fees.

ITEM 6. Staff Comments

ITEM 7. Member Comments

ITEM 8. Next Meeting Date

The Committee discussed scheduling a meeting in late May.

ITEM 9. Adjournment

Motion: Chairman Hellinger moved to adjourn the Finance Committee meeting, The Finance Committee meeting adjourned at 4:53 p.m.

_____

Chairman

_____

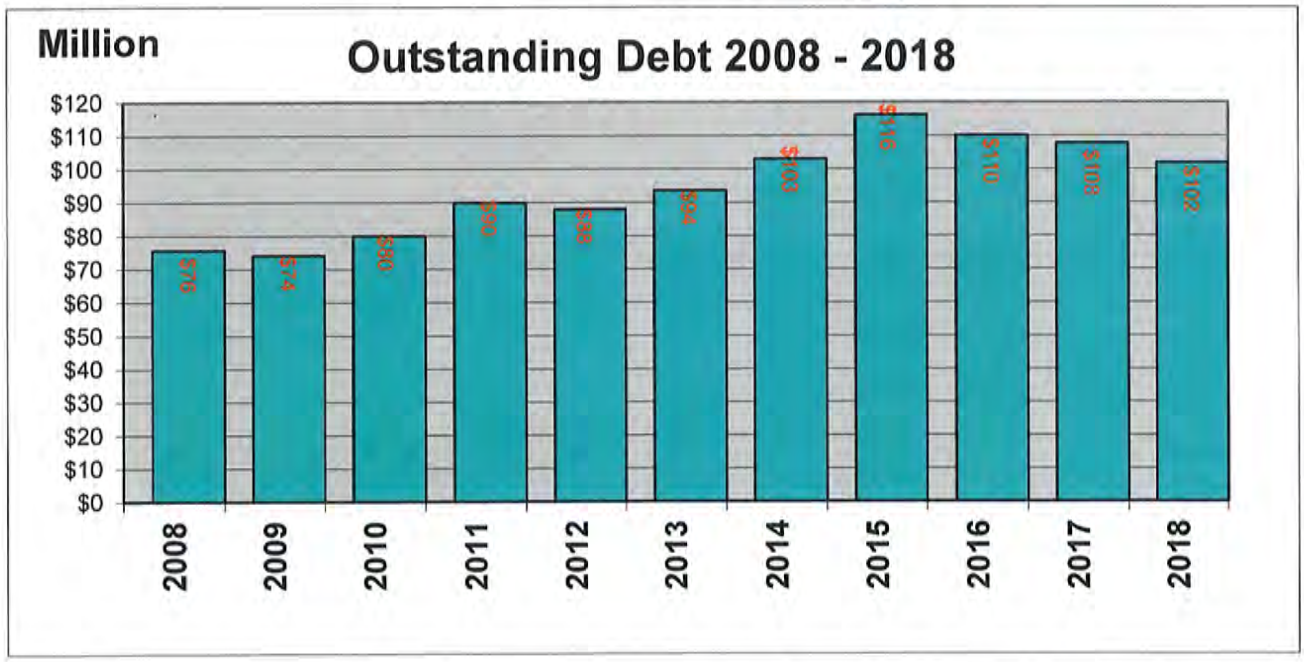
Elaine McCloskey, Clerk

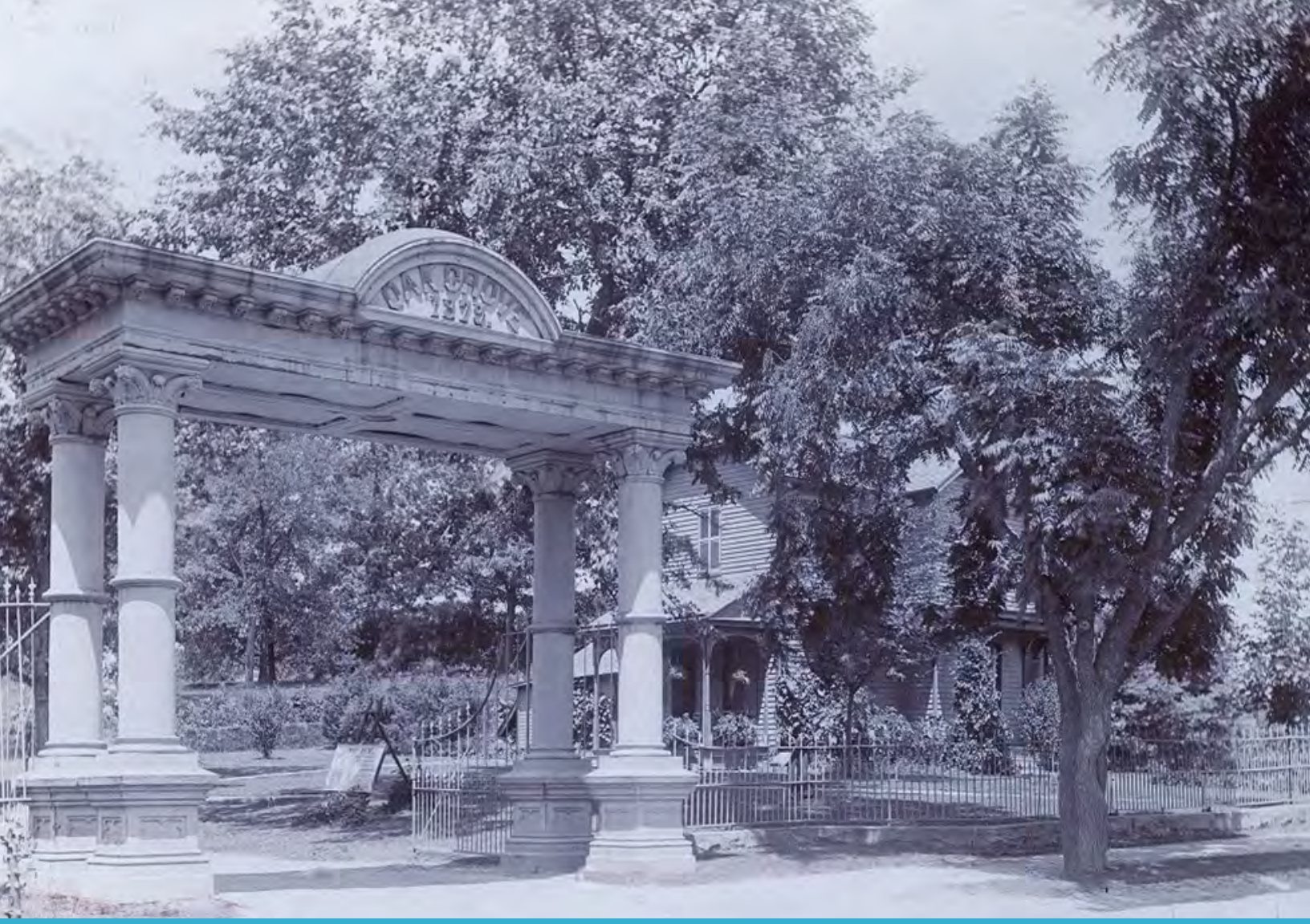
FINANCE DIRECTOR'S REPORT

Year-end Report 2018

Outstanding Debt

ISSUE	Issuance Date	Balance 12/31/2018	Rate	Net Interest	Payoff Amount	Maturity Date
SHORT-TERM NOTES						
Glenn Rd Initial Design	4/11/18	$1,860,000	1.788%	$33,158	$1,893,158	4/10/19
Glenn Rd Phase 1B	4/11/18	$3,980,000	1.788%	$70,951	$4,050,951	4/10/19
Glenn Rd Phase 1A	4/11/18	$3,975,000	1.788%	$70,862	$4,045,862	4/10/19
Sidewalk Repari Program	4/11/18	$450,000	1.788%	$8,020	$458,020	4/10/19
Total Notes		**$10,265,000**		**$182,991**		
LONG-TERM BONDS				**2018 Interest**	**2018 Principal**	
2012 Refunding Bonds	12/28/12	$2,545,000	1.514%	$63,700	$640,000	12/1/22
2013 GO Bonds	4/4/13	$5,635,000	2.207%	$142,625	$435,000	12/1/32
2015 GO Bonds	4/21/15	$5,455,000	2.705%	$165,675	$240,000	12/1/34
2017 GO Bonds	5/10/17	$6,290,000	2.202%	$239,350	$495,000	12/1/31
OWDA Sewer Plant	1/1/07	$12,727,481	3.590%	$412,313	$1,351,052	7/1/27
OWDA Hills Miller Waterline	1/11/11	$1,754,351	3.670%	$66,329	$70,420	1/1/36
OWDA Penry Rd. Waterline	7/1/12	$864,923	3.550%	$31,544	$31,431	7/1/37
OWDA Water Plant	7/1/14	$27,884,530	3.215%	$918,064	$918,689	7/1/39
SE Highland Sewer Bonds	12/9/09	$12,510,000	4.475%	$577,609	$420,000	12/1/37
Park Improvement Bonds	2/18/10	$15,865,000	4.375%	$735,351	$570,000	12/1/34
Total Bonds		**$91,531,285**		**$3,352,560**	**$5,171,592**	
Total Outstanding Debt		**$101,796,285**				





Oak Grove Cemetery

Cemetery Master Plan 2018

EST 1808
CITY OF
DELAWARE
OHIO

MSP
DESIGN
McGill Smith Punshon

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Introduction and Executive Summary

History and Location

Oak Grove Cemetery is located at 334 South Sandusky Street in the City of Delaware, Ohio. Oak Grove Cemetery was established in 1851 and is the largest cemetery in Delaware County, encompassing about 80 acres and approximately 22,000 interments, including those in the adjoining St. Mary Cemetery. The City of Delaware began operating Oak Grove Cemetery in 2012.

Its historic and natural features define the character of Oak Grove Cemetery. Older sections were designed with a curvilinear street pattern, circular/irregular sections, and more naturalized vegetation throughout each section. Newer sections were designed to optimize internment spaces and were laid out in a grid pattern, with few plantings in the interior of each section.

Historic Chapel

Executive Summary

The City of Delaware has commissioned the development of a Master Plan to guide the future growth of Oak Grove Cemetery's property and meet the needs of the citizens of Delaware County. The future needs of the city are dependent upon traditional practices of the community, industry trends and new products, and the development potential of the property.

The City of Delaware has adopted a philosophy for the development of the remaining cemetery that 1) provides for the needs of the citizens that traditionally have used the cemetery in the past and to create new interment options; 2) enhances the natural characteristics of the existing cemetery and surrounding community; and 3) creates an outdoor amenity that invites citizens to visit the cemetery as they would any other natural park or historic site.

Oak Grove Cemetery is in need of a variety of burial options. Ground burial is still the preferred interment option in most cemeteries across the nation. However, cremation has been increasing in parts of the Midwest as well as the east and west coasts where available land has become rare or expensive. The Master Plan identifies new development areas including the new section, development for ground burials and new products such as cremation niches and scattering gardens. Stakeholders have provided input based on a visual preference survey for site amenities. The support photos are located in Appendix VI.

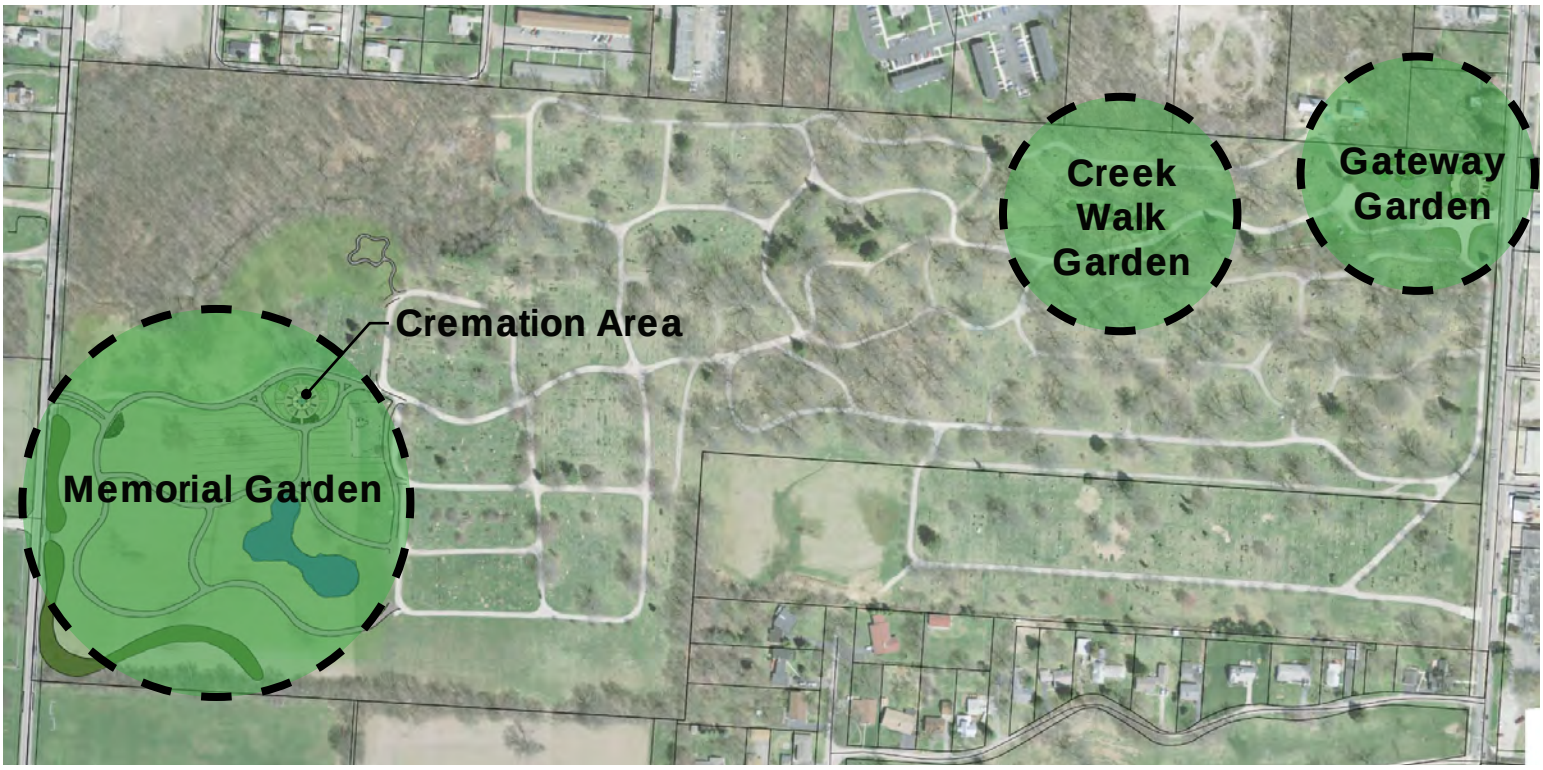
Project Scope

Mcgill Smith Punshon (MSP) was selected to provide comprehensive master planning services for the future planning and expansion of Oak Grove Cemetery. We facilitated a Master Plan utilizing an interactive process of Cemetery/City staff along with interested stakeholders. This interactive planning approach served as a blueprint for the future, guide cemetery development, ensure functionality and provide strategies for implementation.

The following recommendations have been developed in a collaborative process between The City of Delaware, the Cemetery staff, and the community through public meetings. Four areas have been focused on for the Master Plan.

- **Gateway Garden**
- **Creek Walk Garden**
- **Memorial Garden**
- **Cremation Area at Memorial Garden**

Areas of Focus



Site Analysis and Master Planning Process

Design Features

An initial site analysis was conducted through a site visit. The site was documented through a series of photos and written notes and translated to a base map. Through this process we have noted the development opportunity areas for the site.

- Main Cemetery Entrance
- Meandering Creek Walk / Family Mausoleums
- Nature Walk / Cremation Garden
- Site Expansion at Liberty Road Entrance

Noted issues for the site include:

- An existing house near the main cemetery entrance that will need to be demolished
- Limited cremation and columbarium burial sites
- No clear “spine” in cemetery to connect the new expansion area to the main entrance
- Extensive pavement and lack of green space upon entering the site
- No committal shelter on site

Goals and Objectives

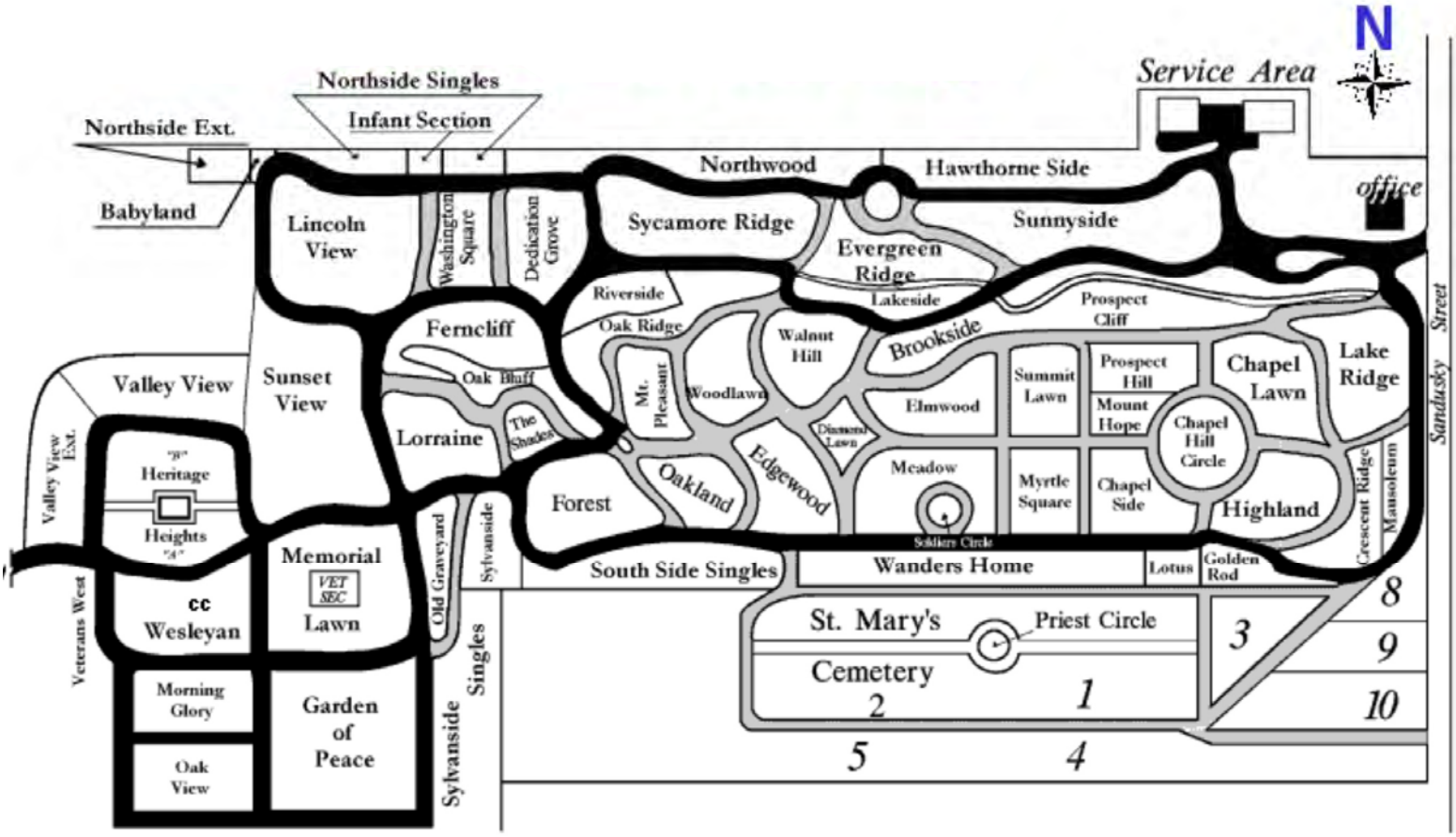
An initial discovery session with City and Cemetery Staff came up with a list of goals and objectives:

- Phasing/expansion/preservation plan
- Develop an opinion of probable construction cost
- Summary of design process including recommendations and conclusions
- Policy and Funding recommendations
- Recommendations and best practices for a successfully supervised and operated conservation program through city staff, volunteer groups, or both
- Marketing Plan – including objectives, key messages, advertising opportunities, and implementation time-line

CEMETERY LAKE

WALL COLUMBARIUMS

Cemetery Map



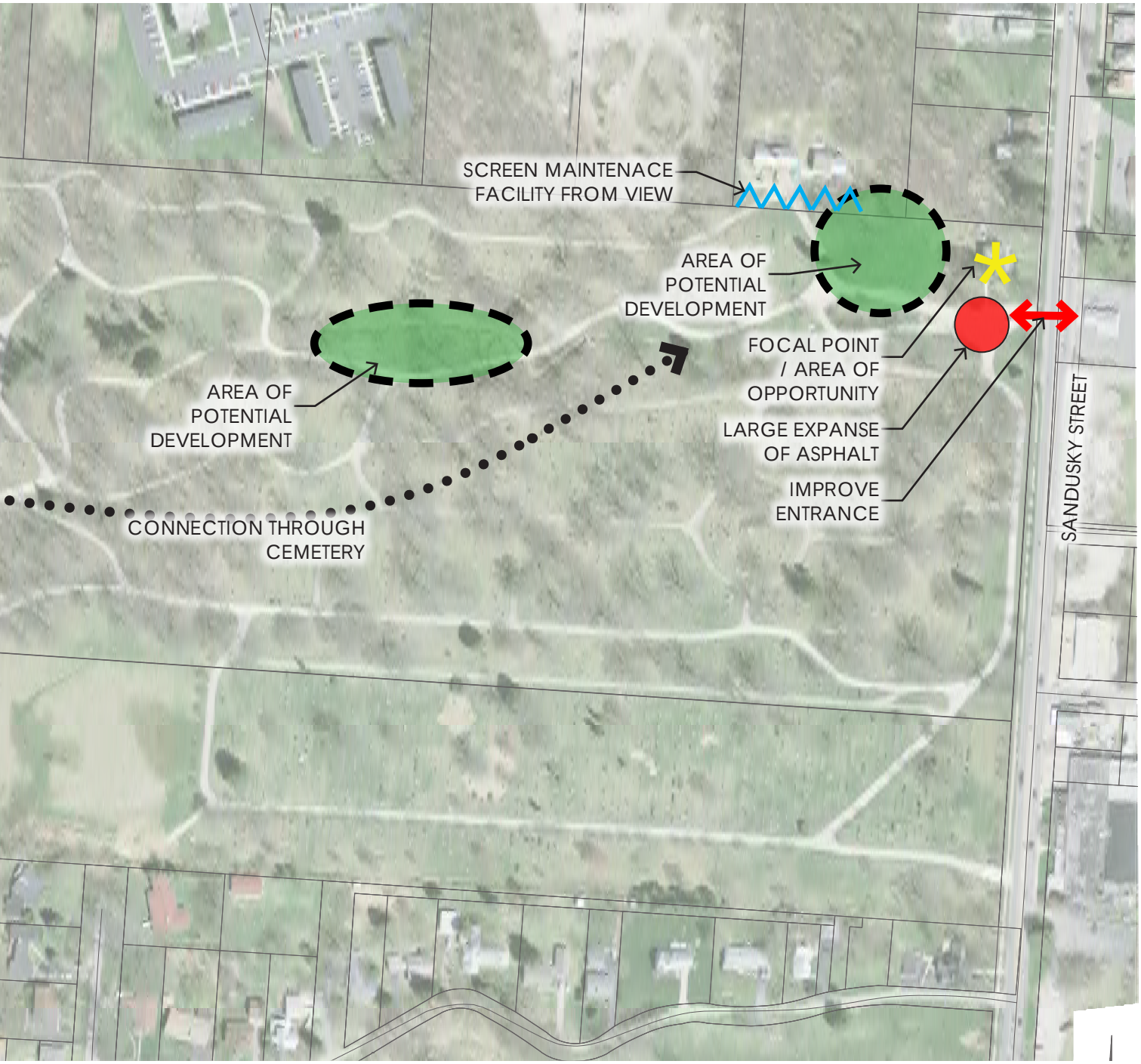
MAUSOLEUMS

COMMITTAL / COLUMBARIUM SPACE

Existing Conditions

MAINTENANCE FACILITY
EXISTING CREEK AND FAMILY MAUSOLEUMS
EXISTING HOUSE
SANDUSKY STREET
EXISTING BRIDGE
PRIMARY ENTRANCE

Site Analysis


SCREEN MAINTENACE FACILITY FROM VIEW
AREA OF POTENTIAL DEVELOPMENT
FOCAL POINT / AREA OF OPPORTUNITY
LARGE EXPANSE OF ASPHALT
IMPROVE ENTRANCE
AREA OF POTENTIAL DEVELOPMENT
CONNECTION THROUGH CEMETERY
SANDUSKY STREET

Master Plan Concept
Oak Grove Gateway Garden

Design Features

Historic Entrance Monument

The first area of opportunity is the main entrance to the cemetery at South Sandusky Street. This is the initial experience that sets the tone for the rest of the site.

The first issue to solve is the existing house at the cemetery entrance. The house should be taken down which will create a development opportunity for multiple amenities. The main amenities that will be incorporated are niche columbariums. Multiple varieties of columbariums will be used including octagon, double sided walls and single side walls. These wall columbariums will also double as retaining walls. Cremation gardens will also be incorporated within this plaza area. The main focal point of this area will be a committal shelter / columbarium shelter. This shelter will provide 288 columbarium spaces as well as a covered area for services. An entrance monument will be created upon entering the plaza area to match the historic cemetery entrance and create a positive initial experience for the cemetery. Since cemetery staff are not located on the site, an information kisok will be located at the entrance to the plaza to provide guests with a location map and cemetery information.

Another issue with the main site entrance is the large expanse of asphalt. The existing asphalt will need to be reduced and additional green space shall be provided. The reduction of asphalt will still allow adequate queuing space for services while creating a park like setting for the cemetery. Two parking spaces will be provided at the entrance to the newly designed space to accommodate the plaza.

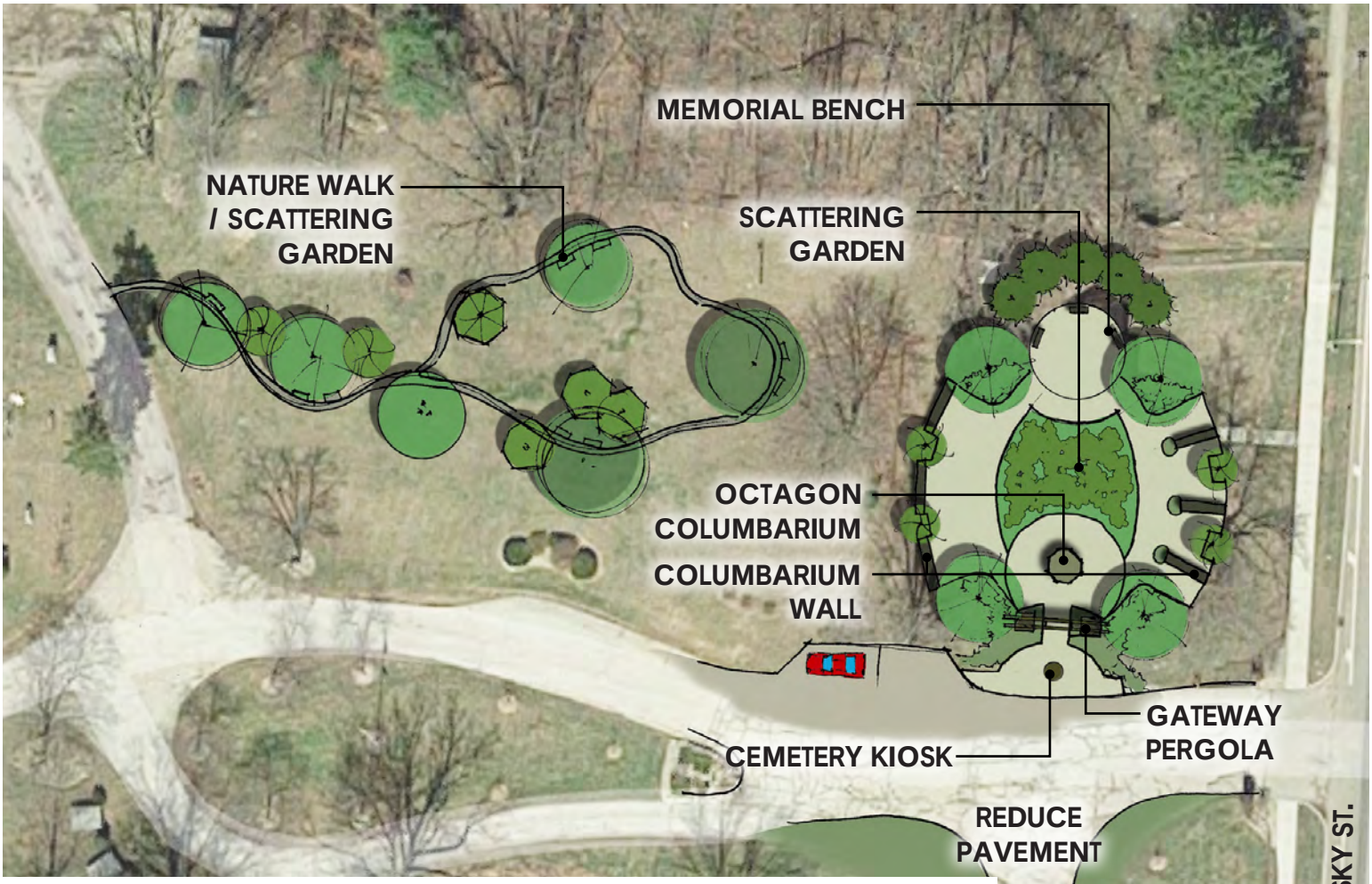
A second area of opportunity just north west of the entrance is an area for a nature walk/ scattering garden where cremation estates can be purchased along a meandering walkway. This walkway will feature memory benches and natural plantings to create a park like setting. With these additions to the entrance this will create approximately 648 cremation spaces.

Support Photos

RETAINING WALL COLUMBARIUM

OCTAGON NICHE COLUMBARIUM

Main Entrance at S. Sandusky Street Concept

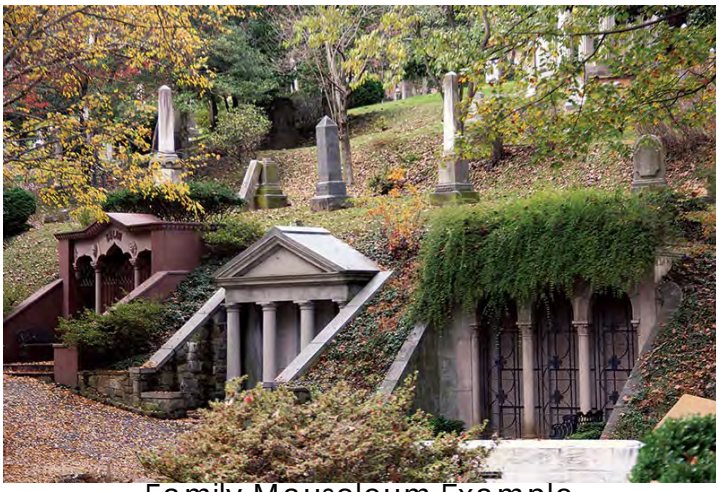


COLUMBARIUM SHELTER

CEMETERY KIOSK

Master Plan Concept
Oak Grove Creek Walk Garden

Design Features


Family Mausoleum Example

A blue line stream / creek meanders from west to east across the cemetery. Near the center of the cemetery is an opportunity for development which can take advantage of this creek. This area was previously a pond . The new development can be utilized as a focal point for a nature walk and cremation garden as well as incorporate the existing family mausoleums. Additional cremation gardens will be located along the walk along as well as ample scattering gardens. Along the walk will be spaces for multiple memory benches and possibly a memory wall. Each node of this walkway will have a retaining wall / family mausoleum to match the existing structure.

To accommodate the new columbariums the slope will have to be re-graded to allow for the walkway. The existing mature trees will be kept to maintain the natural setting of the old growth wooded areas.

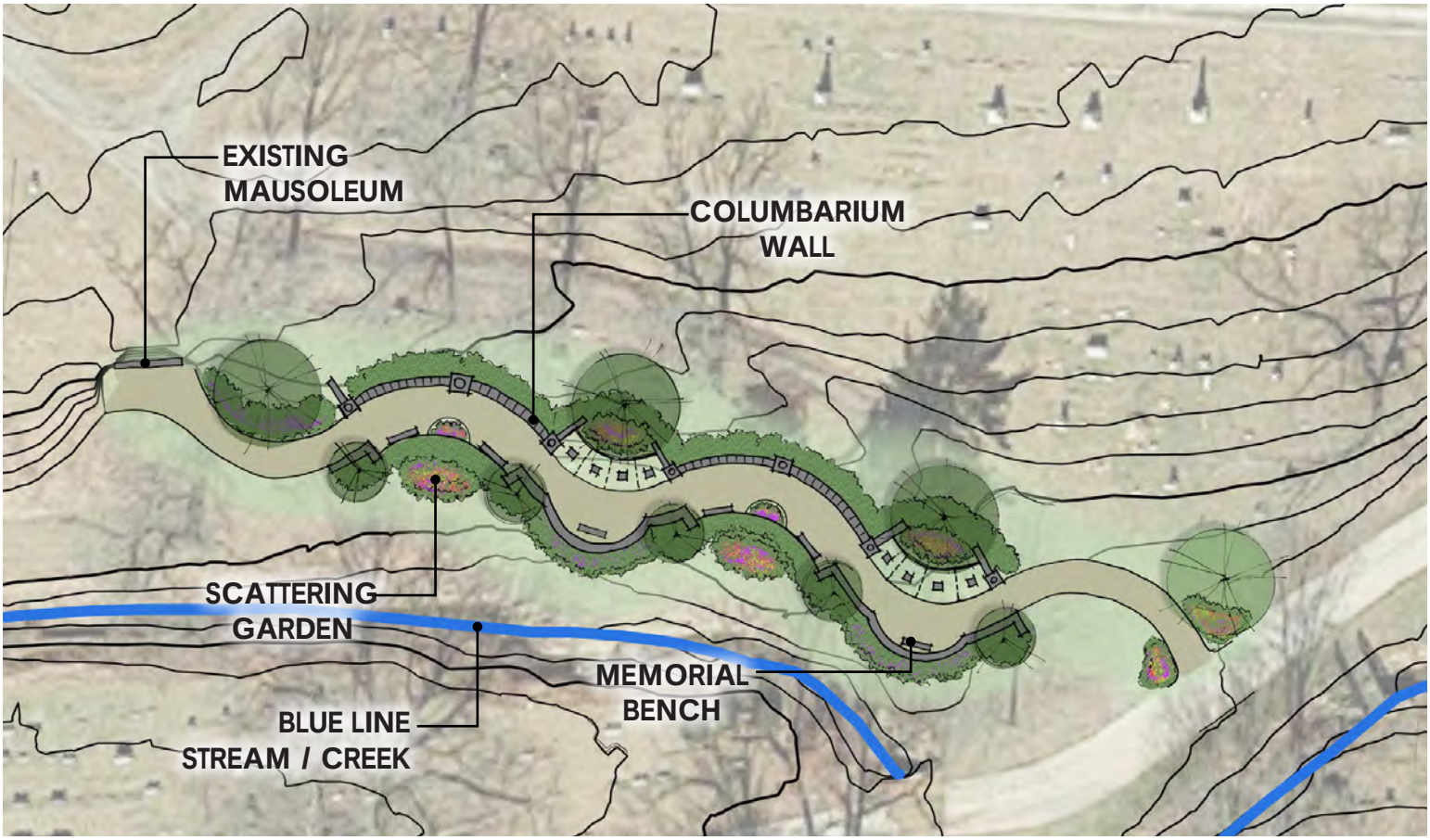
At the entry point of this nature walk is the location of the proposed bridge. The existing creek will be manipulated to reduce the erosion along the hard bend in the creek. It is proposed that the bridge will incorporate existing stones from the old bridge. With these additions to the meandering creek walk area approximately 384 cremations spaces and 8 family plots will be created.

Support Photos

COLUMBARIUM NICHE WALL

SCATTERING GARDEN

Oak Grove Creek Walk Garden



CREMATION GARDEN WALKWAY

CREMATION MEMORIAL BENCH

Master Plan Concept
Oak Grove Memorial Garden

Design Features

The largest area of improvement to the site is the expansion area between Liberty Road and the existing site. The expansion area will utilize the existing access from Liberty Road and connect to the existing cemetery roadway. The main spine that will connect these two areas will have a white line painted on the roadway signifying the main access road. This main roadway will pass by the new cremation burial space which will accent the existing Veterans section. This cremation space will be raised higher than the surrounding area to become the focal point of site expansion. In the expansion area a lake will be created to serve as a prime burial area as well as solve the lack of drainage due to the flat topography of the site. The excavated soil from the lake will be utilized to raise the cremation space and create landscape berms along Liberty Road and the south property line. The site expansion will provide seven new burial sections and approximately 12-13 acres of usable space.

A nature walk will be created on the north side of this expansion area which will provide scattering gardens, columbariums and memorial benches. A niche columbarium will also be located in this nature walk creating additional cremation spaces. A single spoils area will be located on south side of the property blocked by a berm and landscape plantings. Additional plantings will buffer the cemetery from Liberty Road.

The density within the expansion area should be limited to approximately 700 spaces per acre. This will allow for better access from the roadways to each space as well as much needed landscape plantings within the interior of each section. With the addition of plantings and curvilinear roadways, this will match the historic design of the cemetery and create a park like setting to aid in attracting visitors to the cemetery. With these changes to the site there will be approximately 7070 new burials plots based on a 700 space per acre calculation.

Support Photos

LAKESIDE BURIALS

NATURAL WALK AND SCATTERING GARDEN

Oak Grove Memorial Garden

Master Plan Concept
Oak Grove Memorial Garden Cremation Area

Design Features

Within the expansion area at Liberty Road, a new cremation garden will be established. This will provide numerous columbariums as well as a covered niche columbarium to hold services. The columbariums will be double sided walls that can be added to the site as needed. The covered shelter will provide 288 columbarium spaces as well as a covered area for services for the existing Veteran section and the future expansion. Surrounding the columbariums will be scattering gardens as well as two family burial plots. Memorial walls can be incorporated within the scattering gardens that may have the names of deceased inscribed even if they are not interred on site. By doing this the information will be kept in cemetery records for loved ones to locate.

The design of the new burial spaces that will be created on the outside of the cremation garden will accent the design of the entire cremation garden space. With these additions to the expansion area numerous cremation spaces would be established (totals below).

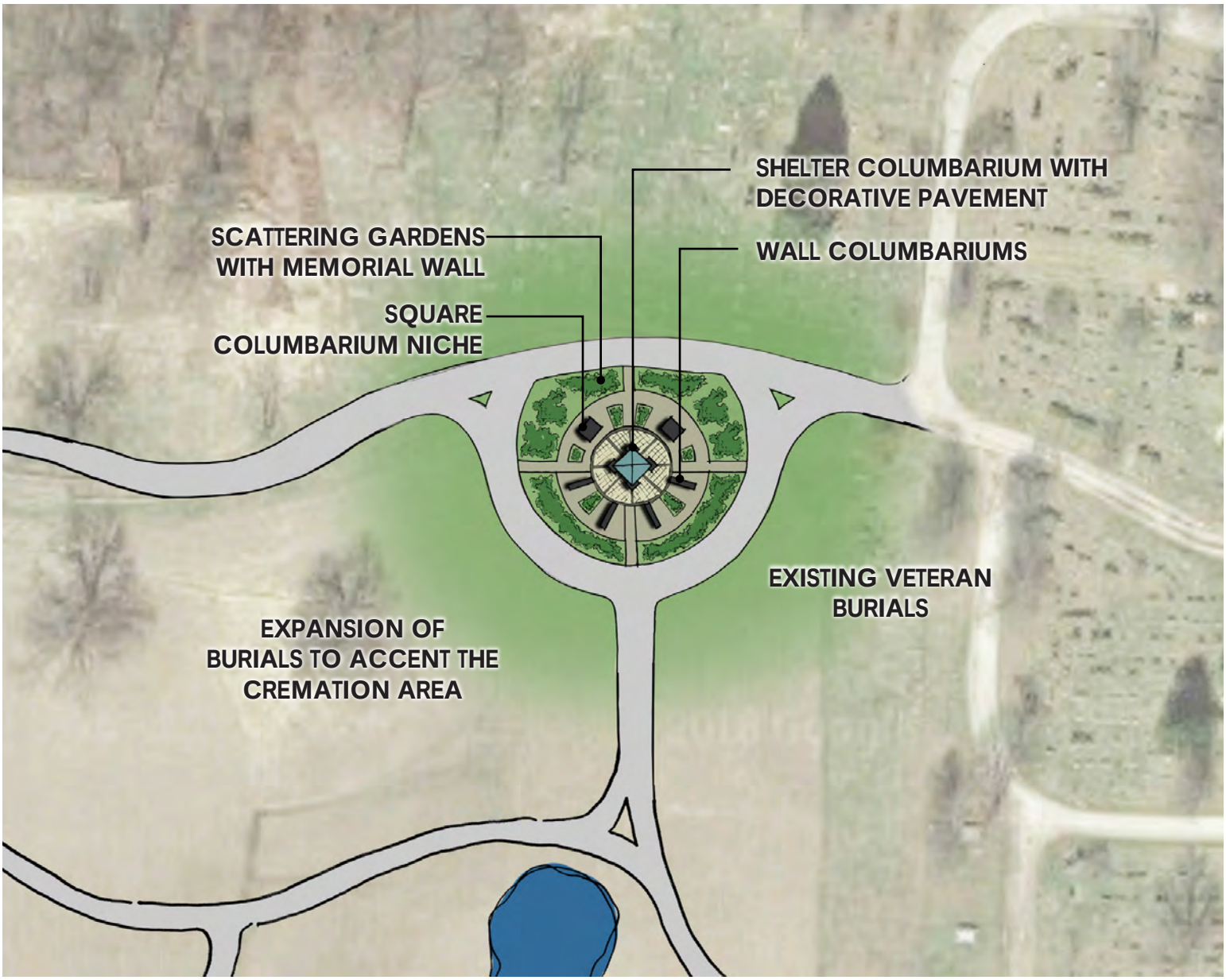
Cremation in Covered Shelter - 288 total
Cremation Walls - 112 per wall (8 total) - 896 total
Cremation Box - 2
Memorial Wall for Scattering Garden

Support Photos

WALL COLUMBARIUM

COLUMBARIUM AND SCATTERING GARDEN

Cremation Area at Oak Grove Memorial Garden



Sites and Cost Analysis

Burials

Area	Acreage	Space / Acre	Total	Spaces / Year	Total Years
Memorial Garden	+/-10.1 AC	700 / AC	+/-7,070	+/- 51	+/- 138

Cremation

Area	Spaces	Family Sites	Spaces / Year	Total Years
Gateway Garden	648	0	+/- 29	+/- 22
Cremation Area at Memorial Garden	1184	0	+/- 29	+/- 54
Creek Walk Garden	384	8	+/- 29	+/- 13

Burial Sites

The density of ground burial spaces per acre may be established for section design purposes at over 1000 sp/ac. This density is very high and may eventually be necessary to meet future burial needs of the cemetery. However, the modern sections have been laid out to provide direct access to all spaces from adjacent alleys. These designs have a lower density (700 sp/ac). Determining the density of ground burials is an important decision for cemetery staff due to the City's desire to enhance the visual character of the cemetery. It is recommended that the cemetery maintain around 700 spaces per acre, but consider increasing the amount of plantings throughout each section. Ground burial density should not exceed 850 spaces per acre to coincide with the overall character of the cemetery. Ground burials have been proposed in the expansion area that total approximately 10.1 acres, providing +/- 7070 ground burial spaces at 700 spaces/acre.

According to the Cremation Association of North America, cremation spaces have continued to increase every year. In 2017 the cremation rate was 51.6% compared to only 28% in 2002. By 2022 the projected cremation rate is 57.8%. With this projected increase every year there will be a continued demand for cremation spaces. The total number of cremation spaces shown in the concepts is approximately 2200 spaces and can increase with additional niche columbariums added to each development.

With the trends in cremation this will decrease the number of direct burial spaces sold each year therefore increasing the longevity of burial spaces in the cemetery.

Opinion of Probable Construction Cost

Oak Grove Memorial Garden

Site Improvements		Total Cost
General Conditions	$	12,000
Demolition	$	20,000
Site Prep/Excavation	$	110,000
Site Utilities	$	10,000
Hardscape	$	203,200
Landscape	$	93,000
Sub-total Site Improvements	$	448,200
Contingency	$	67,230
Total Cost of Construction	**$**	**515,430**

Memorial Garden - Cremation Area

Site Improvements		Total Cost
General Conditions	$	12,000
Site Prep/Excavation	$	11,500
Site Utilities	$	5,000
Hardscape	$	43,500
Site Amenities	$	1,110,000
Landscape	$	25,000
Sub-total Site Improvements	$	1,207,000
Contingency	$	181,050
Total Cost of Construction	**$**	**1,388,050**

Oak Grove Gateway Garden

Site Improvements		Total Cost
General Conditions	$	12,000
Demolition	$	15,000
Site Prep/Excavation	$	6,500
Site Utilities	$	2,000
Hardscape	$	58,296
Site Amenities	$	729,500
Landscape	$	25,000
Sub-total Site Improvements	$	848,296
Contingency	$	127,244
Total Cost of Construction	**$**	**975,540**

Oak Grove Creek Walk Garden

Site Improvements		Total Cost
General Conditions	$	12,000
Demolition	$	5,000
Site Prep/Excavation	$	11,500
Hardscape	$	51,200
Site Amenities	$	404,000
Landscape	$	25,000
Sub-total Site Improvements	$	508,700
Contingency	$	76,305
Total Cost of Construction	**$**	**585,005**

Recommendations

Phasing Recommendations

Phase 1 - Oak Grove Memorial Garden

- To generate interest and momentum, the initial focus should be to create the Oak Grove Memorial Garden that will connect Liberty Road to the existing cemetery.
- The adjacent ground burials to the new connector road will be included within the first phase to generate revenue.
- The revenue generated from the initial development will contribute to secondary phases of the project.
- Along with the burials and connector roadway a need for Cremation Gardens will have to be addressed.
- Additional phases will be completed when burial occupancy pre-sold.

Phase 1A - Oak Grove Cremation Area at Memorial Garden

- The Cremation Area within the Memorial Garden will need to be incorporated to address other burial options.
- Two Columbarium Niches and scattering gardens will create the initial space.
- The revenue generated from the initial columbariums will contribute to secondary phase columbariums.
- Scattering gardens with Memorial Walls are also included as additional revenue to fund the growth of the Cremation Area.
- Phase 1B and 1C will create additional wall columbariums and a commital shelter / columbarium.

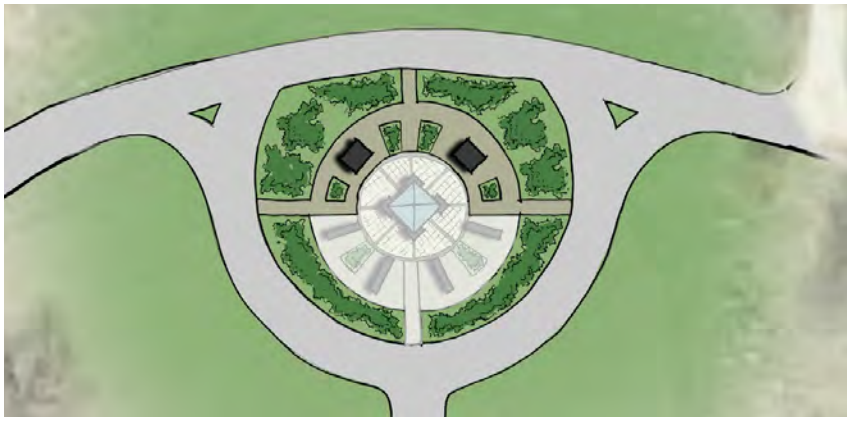
Phase 2 - Oak Grove Gateway Garden

- The removal of the existing house and reduction in pavement is the first phase of the Gateway Garden.
- A kiosk station and parking will be pivotal in creating a successful experience for guests.
- To generate funds for the Gateway Garden there should be a columbarium Niche located within the first phase of construction.
- Once funds have been generated, the Gateway Pergola should be incorporated.
- Phase 2A will consist of additional Columbarium Walls and scattering gardens as well as memorial benches.

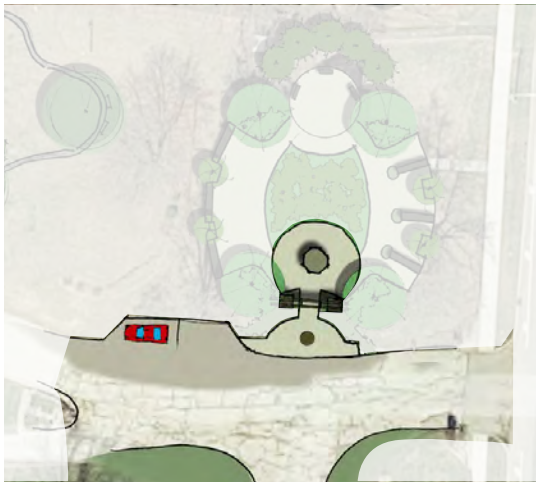
Stakeholders have provided input based on a visual preference survey for site amenities. The support photos are located in Appendix VI.

Oak Grove Memorial Garden - Phase 1

Oak Grove Cremation Area - Phase 1A



Oak Grove Gateway Garden - Phase 2

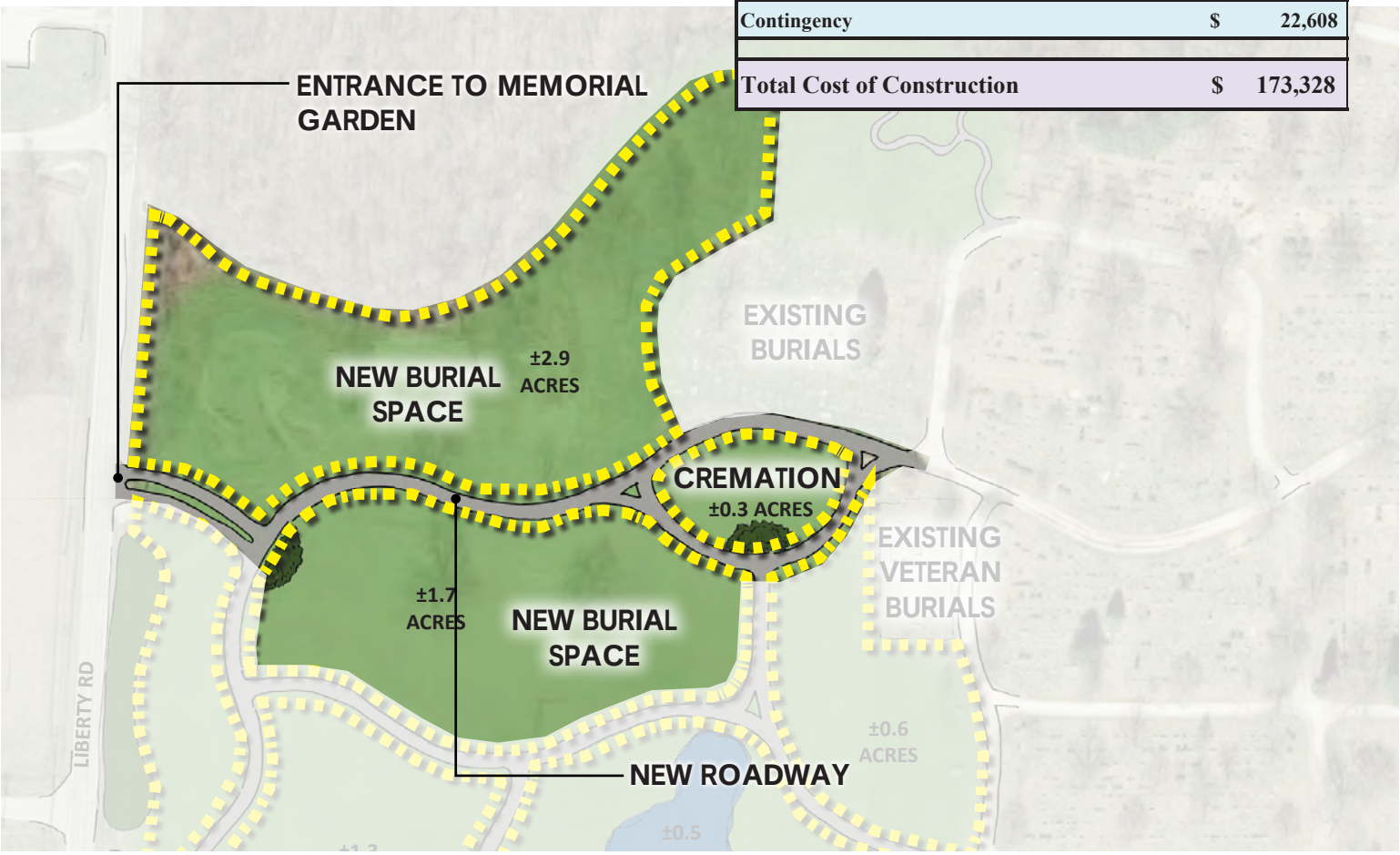


Recommendations Phase 1& 1A

Oak Grove Memorial Garden - Phase 1

The recommendation to establish the Oak Grove Memorial Garden is for the creation of a new and modern cemetery burial section created for the patrons of Oak Grove Cemetery to facilitate a unique blend of a modern cemetery alongside the established historic and natural cemetery grounds. This Memorial Garden demonstrates the willingness of the City of Delaware to adapt its unused cemetery for the burial of casketed remains and the inurnment of cremated remains for future generations to come. 700 interment spaces per acre will allow for both monument and non-monument burials.

Oak Grove Memorial Garden - Phase 1		
Site Improvements		Total Cost
General Conditions	$	12,000
Demolition	$	5,000
Site Prep/Excavation	$	30,000
Site Utilities	$	10,000
Hardscape	$	62,720
Landscape	$	31,000
Sub-total Site Improvements	$	150,720
Contingency	$	22,608
Total Cost of Construction	$	173,328

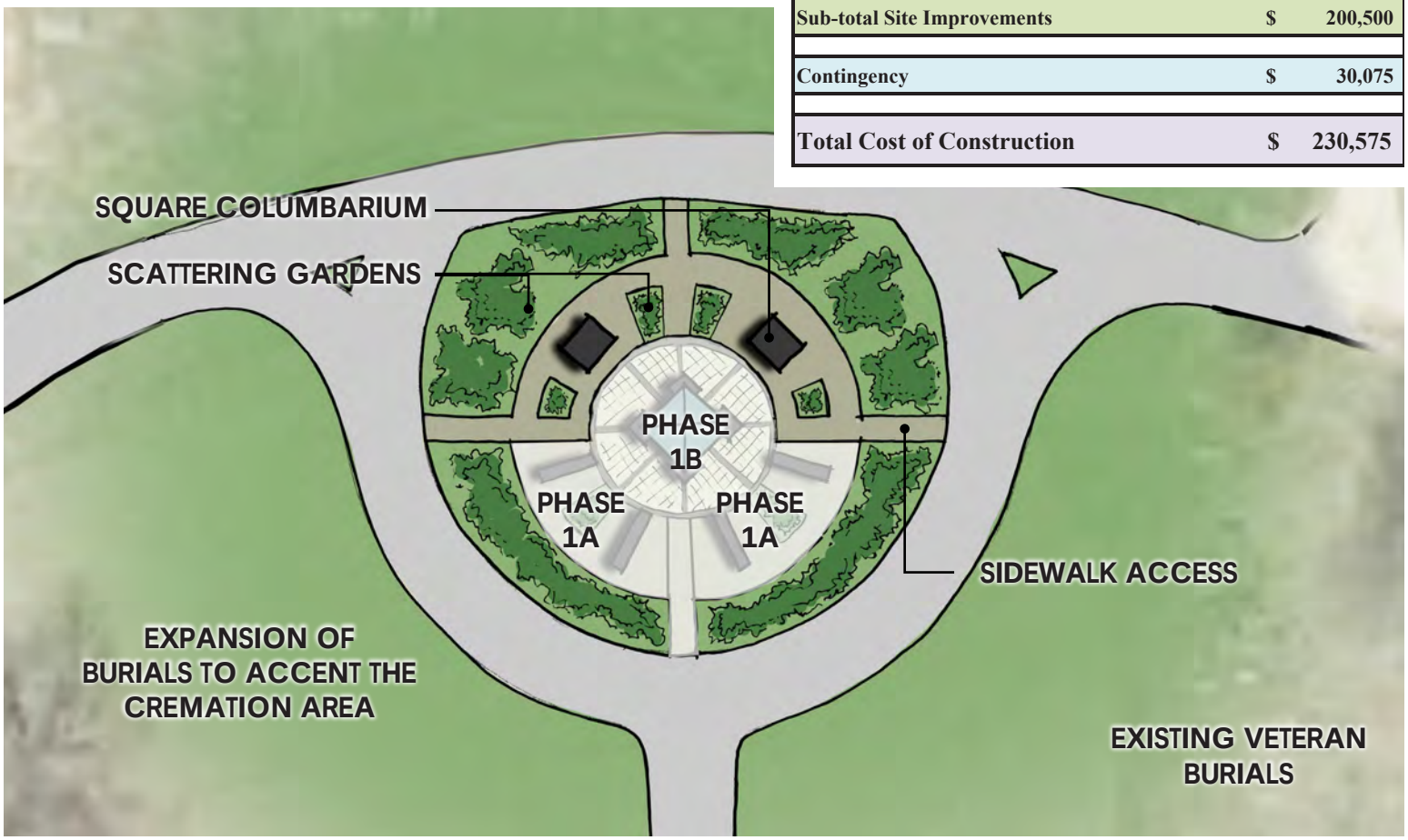


Cremation Area in Oak Grove Memorial Garden - Phase 1A

The recommendation that Oak Grove Cemetery establishes multiple sources of revenue pertaining to the final disposition of cremated remains. Once created in the new Oak Grove Memorial Garden, the cremation garden will allow for the scattering of cremated remains in a natural garden setting which will surround a future open air shelter with 288 cremation niches in supporting granite columns. As the Ohio cremation rate nears 60% of all final dispositions, it is imperative that Oak Grove Cemetery institutes a policy to allow for these dispositions which will be in high demand by the future patrons of Oak Grove Cemetery.

Memorial Garden - Cremation Area Phase 1

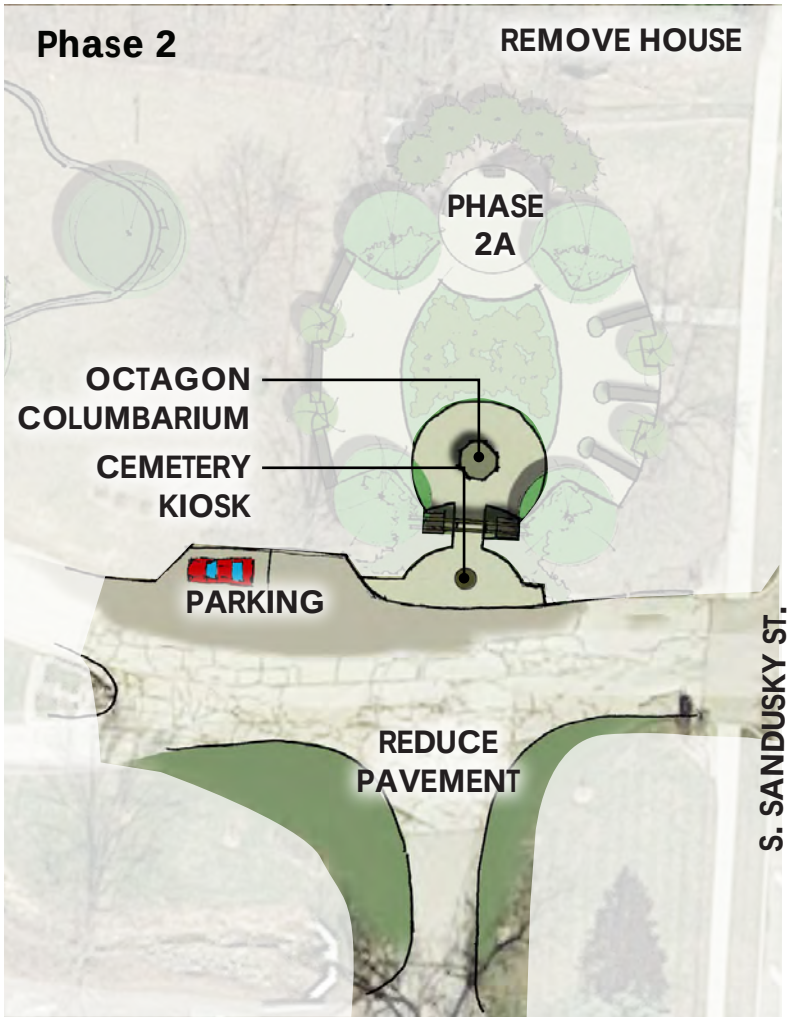
Site Improvements		Total Cost
General Conditions	$	12,000
Site Prep/Excavation	$	11,500
Site Utilities	$	2,000
Hardscape	$	16,000
Site Amenities	$	149,000
Landscape	$	10,000
Sub-total Site Improvements	$	200,500
Contingency	$	30,075
Total Cost of Construction	$	230,575



Recommendations Phase 2

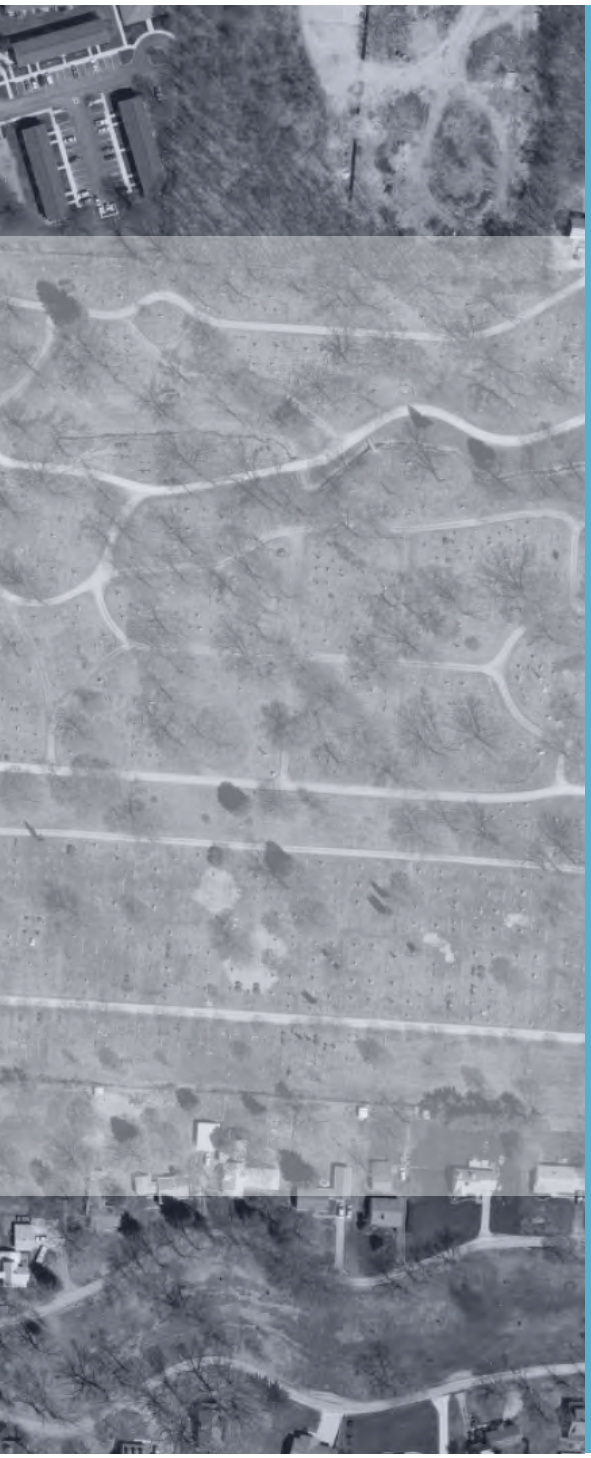
Phase 2 - Oak Grove Gateway Garden

The main entrance to the cemetery is located at South Sandusky Street. The removal of the house located at the main entrance and the establishment of a cremation inurnment and remembrance facility at this location is a viable recommendation not only to accommodate the demand of future cremations but for the opportunity to create remembrances of loved ones in a granite memorial wall. Additionally, the 72 niche octagon columbarium will allow for cremation disposition conveniently located at the cemetery's front entrance. This unique front entrance facility will not only provide options for the final disposition of cremated remains but will incorporate the long term history of Oak Grove Cemtery with the construction of the Gateway Monument.



Oak Grove Gateway Garden - Phase 1		
Site Improvements		Total Cost
General Conditions	$	12,000
Demolition	$	15,000
Site Prep/Excavation	$	6,500
Site Utilities	$	5,000
Hardscape	$	13,696
Site Amenities	$	132,000
Landscape	$	7,500
Sub-total Site Improvements	$	191,696
Contingency	$	28,754
Total Cost of Construction	$	220,450

Appendix



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Vital Statistics

Stakeholder Input Visual Preference Survey VI

1 S. Sandusky Street
Delaware, Ohio 43015

Oak Grove Cemetery

334 Sandusky Street
Delaware, Ohio 43015
Telephone: (740) 363-2971

oakgrove@delawareohio.net

RULES AND REGULATIONS

Amended Date _____

PURPOSE

These rules and regulations are designed for the protection of owners of interment, entombment or inurnment rights as a group. They are intended, not as restraining, but rather as to prevent the inconsiderate from taking unfair advantage of others. Their enforcement will help protect the Cemetery and create and preserve its beauty. These Rules and Regulations are hereby adopted as the Rules and Regulations of Oak Grove Cemetery, and all owners of interment or inurnment rights, visitors and contractors performing work within the Cemetery. All shall be subject to said rules and regulations, amendments or alterations as shall be adopted by the Cemetery from time to time, hereby superseding all previous Rules and Regulations.

DEFINITIONS

“Burial Vault” shall mean an outside burial container as specified by the Cemetery to incase human or cremated remains.

"Cemetery" shall mean not only the land and the improvements thereon, but the Cemetery, its employees, and duly authorized representatives of the City of Delaware Ohio.

"Contractor(s)" shall mean any person or persons, firms or corporations or anyone other than an employee of the Cemetery engaged in placing erecting or repairing any memorial or monument and performing any work on the Cemetery grounds.

“Crypt” means a space in a building or mausoleum for the placement of human remains.

“Dis-entombment” shall mean the removal of the remains of a deceased human being from a crypt.

“Dis-interment” shall mean the removal of the remains of a deceased human being from a grave.

“Dis-inurnment” shall mean the removal of cremated remains from a grave or niche.

“Entombment” shall mean the placement of human remains in a building or mausoleum crypt.

"Grave" means a space of ground in the Cemetery used, or intended to be used, for burial.

"Owner" shall mean the owner of rights of interment, entombment or inurnment.

“Interment, Entombment or Inurnment Right shall mean the ownership of the right of burial, entombment or inurnment of human remains in a grave, crypt or niche.

"Interment" shall mean burial of the remains of a deceased human being.

"Inurnment" shall mean the burial or placement of cremated human remains in a grave or niche.

"Memorial or Monument" shall mean any marker placed upon any grave for identification or in memory of the interred or inurned.

“Niche” shall mean a space used for the inurnment of cremated remains.

“Second Interment Right” shall mean the ownership of an additional right of burial, entombment or inurnment of human remains in a grave, crypt or niche.

CEMETERY HOURS

The visiting hours of the cemetery are from 8:00 a.m. until dusk daily.

OWNERSHIP

Interment, entombment or Inurnment rights shall be used for no other purpose than the disposition of the human dead.

Upon refusal of the Cemetery to permit interment, entombment or inurnment because of its requirements, the Cemetery may at its discretion refuse to let anything be done in violation of its said requirements and rules and regulations.

SUPERVISION OF CEMETERY

The Cemetery reserves the right to compel all persons coming into the Cemetery to obey all rules and regulations adopted by the Cemetery.

These rules and regulations may be changed by the Cemetery or the City of Delaware, without notice to any owner of the Cemetery.

The Cemetery shall take reasonable responsible precaution to protect owners and the property rights of owners within the Cemetery from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control. The Cemetery is not and shall not be liable for damage caused by elements, acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasion, insurrections, riots, or orders of any Military or civil authority, whether the damage be direct or collateral.

The Cemetery reserves the right to correct any errors that may be made by it either in making interments, dis-interments, entombments, dis-entombments, inurnments, dis-inurnments or removals, or in the inscriptions, transfer, or conveyance and substituting and conveying in lieu thereof other interment, entombment or inurnment rights of equal value and similar location as far as possible, or as may be selected by the Cemetery or, in the sole discretion of the Cemetery, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment, entombment or inurnment of the remains of any person in such property, the Cemetery reserves and shall have the right to remove and transfer such remains so interred to such

other property of equal value and similar location as may be substituted and conveyed in lieu thereof. The Cemetery shall also have the right to correct any errors made by allowing the placement of an improper inscription, including an incorrect name or date on the memorial or monument. Upon correction no further liability shall exist against the Cemetery.

The right to enlarge, reduce, replant or change the boundaries or grading of the Cemetery or of a grave, from time to time, including the right to modify or change the locations of or any part thereof or remove or re-grade walks or paths, is hereby expressly reserved by the Cemetery. The Cemetery reserves to itself and to those acting on behalf or permitted by the Cemetery the right to lay, maintain and operate, or alter or change pipe lines or gutters for sprinkling systems, drainage, lakes etc., not sold to individual owners, for Cemetery purposes, including the preparation for the interment, entombment or inurnment of dead human bodies, or for anything necessary, incidental or convenient thereto. The Cemetery reserves to itself and to those lawfully entitled thereto and those permitted by the Cemetery to do so, a perpetual right of ingress and egress over graves for passage to and from other graves.

SPECIAL CARE AND ENDOWMENT FUNDS

In compliance with ORC 759.12, interment, entombment or inurnment right owners desiring additional care of their lots may arrange for such care with the Finance Department of the City of Delaware, which will be willing to give an estimate of the cost of the work desired. This may be provided for by an annual payment made by the interment, entombment or inurnment right owner, or by the establishment of an endowment under a special care agreement, whereby the City of Delaware will hold and invest the principal sum deposited and use the annual income to defray the cost of such special care. Such arrangements may be made to include the maintenance of any memorial structure or any other purpose or use not inconsistent with the purpose for which the Cemetery was established or is being maintained.

Special care provided by the establishment of such an endowment, shall be limited absolutely to the income received from the investment of the endowment fund, with no part of the principal being expended, anything herein stated to the contrary notwithstanding.

SALE AND PURCHASE OF INTERMENT, ENTOMBMENT AND INURNMENT RIGHTS

All sales or transfers are final and non-exchangeable.

No interment, entombment or inurnment right can be sold, assigned, transferred, pledged or hypothecated without the written approval of the Cemetery.

In compliance with ORC 759.13, the price of interment, entombment or inurnment rights and the opening and closing of graves, crypts or niches shall be determined by the Cemetery.

All lots/spaces shall be sold back to the City of Delaware at 75% of the original cost or a minimum of $500 per lot/space. The lot owner may assign or reserve a lot or space for another person, but the deed remains in the name of the original lot owner.

The Cemetery shall issue a "Warranty Deed" or "Certificate of Ownership" to the new Owner subject to the provisions of said deed or certificate. The same rule shall apply in all cases of assignment for interment, entombment or inurnment rights.

All transfers of any interment, entombment or inurnment right, whether same be by conveyance or assignment are subject to all rules and regulations of the Cemetery, which are now in full force and effect or which may be hereafter adopted.

The subdivision of interment, entombment or inurnment right is not allowed without the consent of the Cemetery and no one shall be buried in any grave that does not have an interest therein, except by written consent of the Cemetery.

The Cemetery may exchange interment, entombment or inurnment rights, when desired by Owners. When such an exchange is made, the original conveyance must be surrendered by proper assignment, or by re-conveyance, if considered necessary by the Cemetery before any change is affected.

Each owner is vested with the ownership of his or her interment, entombment or inurnment right for the sole purpose of interment, entombment or inurnment of human dead bodies. Under the rules and regulations of the Cemetery, the interment, entombment and inurnment rights cannot be conveyed without the consent of the Cemetery, nor may any use, division or improvements of them be made when prohibited by the Cemetery. The Owner of interment, entombment or inurnment rights may dispose of same by will, subject to the foregoing conditions; if the Owner dies in estate, the interment, entombment or inurnment rights will descend to his or her heirs according to law. The Cemetery cannot and will not be responsible for the carrying out of the intent of the owner.

VETERAN'S SECTION

These Rules and Regulations pertaining to the Veteran's Section of Oak Grove Cemetery are distinct and separate from the Rules and Regulations governing the remainder of the Cemetery.

Interment Rights in the veteran's sections were originally purchased by the Delaware County Veteran's Administration at half the cost of a single interment right in the flush section. The Delaware County Veteran's Administration and Oak Grove Cemetery each own half of an interment right for each grave. Oak Grove Cemetery is responsible for the care and maintenance of the entirety of the Veteran's Section.

Veterans must provide the Cemetery Administration with a DD214, (honorable discharge papers), to purchase a right of interment or inurnment in the veteran's section.

The right of interment or inurnment may be used for a veteran, spouse of a veteran, a dependent of a veteran, a divorced spouse when given permission by the veteran or his heirs and a surviving spouse who has or has not remarried.

Delaware County Veteran's Services may donate a right of interment to an indigent veteran, their spouse and/or an authorized dependent of an indigent veteran. When a right of interment is donated by the Delaware County Veteran's Administration for an indigent veteran, spouse or dependent, it is deducted from the inventory of spaces owned by the Delaware County Veteran's Administration. No refunds are issued to a veteran, surviving spouse or a dependent that elects not to use the space. The unused right of interment will revert to the Delaware County Veteran's Administration and will be resold or used for an additional indigent veteran.

Interment or inurnment rights in the veteran's section will be charged at the current rate of a single Interment or inurnment right in a flush section of the Cemetery.

The Delaware County Veteran's Administration allows four inurnment rights on a single grave in the cremation portion of the Veteran's Section. A right of inurnment is assessed at one-fourth the cost of a single interment right in the Veteran's Section.

For every two interment rights purchased by a veteran, an interment right deed will be issued to the Delaware County Veteran's Administration for one additional interment right in the Veterans Section.

Flat bronze markers and replicas provided by the United States Government for veterans, non-veteran spouses and dependents are the only markers or

monuments permitted in the Veteran's Section.

Bronze markers for identification purposes in this section will be placed at the foot of the grave for all interments except inurnments whereby the memorial will be placed on top of the cremation burial.

CEMETERY MAINTENANCE

All work on graves or within the Cemetery will be done by the employees of the Cemetery under the direction of the Cemetery, except when permission is otherwise granted. All grading, landscaping work, and improvements of any kind, and all care of and all plantings, trimmings, removals of trees, shrubs, and herbage of any kind and all interments, entombments, inurnments, dis-interment's, dis-entombments, dis-inurnments and removals shall be made under the direction of the Cemetery.

No enclosure of any kind, such as a fence, coping, hedge or ditch, shall be permitted around any grave. Grave mounds shall not be allowed, and no grave shall be raised above the established grade.

The general care of the entire Cemetery grounds and graves is assumed by the Cemetery.

The Cemetery shall direct all improvements within the grounds and upon all graves before, as well as, after interments, entombment or inurnments have been made therein. The Cemetery shall direct all planting, sodding, surveying and general improvements.

If any tree, shrub or plant standing upon any grave, by means of its roots, branches, or otherwise, becomes detrimental to adjacent graves or avenues, or if for any other reason its removal is deemed necessary, the Cemetery shall have the right to remove such tree, shrub or plant, or any part thereof, or otherwise correct the condition existing in its sole and absolute discretion.

No person shall pluck or remove any plant or flower, either wild or cultivated from any part of the Cemetery

BURIAL REGULATIONS

No interment, entombment or inurnment shall be made unless the internment, entombment or inurnment right and the opening and closing fees for such grave, crypt or niche have been paid in advance.

All interments, entombments, inurnments, dis-interments, dis-entombments and dis-inurnments shall be completed by the Cemetery employees.

The Cemetery reserves the right to compel all persons authorized to order the

opening and closing of a grave, crypt or niche to appear at the Cemetery more than 24 hours in advance of such interment, entombment or inurnment to select the desired grave, crypt or niche to be opened. In addition, the completion and execution of the Cemetery's Interment, Entombment, Inurnment Authorization form may be required. This form must be executed by the owner of the interment, entombment or inurnment right owner or their legal representative. In the absence of the owner or representative a faxed document or email maybe accepted at the discretion of the Cemetery.

Funeral processions, upon entering the grounds of the Cemetery, shall be subject to the direction of the Cemetery or authorized employees of the Cemetery.

The Cemetery must be notified of an impending interment, entombment or inurnment service no later than 12:00 noon of the prior business day. Notification of a Monday service must be received no later than 3:00 PM on the previous Friday.

The hours for committal services at the Cemetery are 9:00 a.m. to 4:00 p.m. Monday through Friday and 9:00 a.m. to 12:00 p.m. on Saturdays. Funerals entering the Cemetery after 4:00 p.m. Monday through Friday and after 12:00 p.m. on Saturdays will be charged additional late arrival fees. No committal services may take place after 1:00 p.m. on Saturdays.

No interments, entombments, inurnments, dis-interment's, dis-entombments or dis-inurnments shall be permitted on Sundays, or on any of the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and other City approved holidays.

An immediate interment, entombment or inurnment when required by the laws of the State of Ohio or under the rules and regulations of the Board of Health, interments, inurnments or entombments may be made on any day including Sundays or holidays whereby an additional fee will be added to the regular charge of such interment, inurnment or entombment. Entrance into the cemetery for an immediate interment, entombment or inurnment will be permitted for immediate family and funeral directors and or legal officials.

The scheduling of all interment, entombment or inurnment services shall be completed by the Cemetery. The Cemetery reserves the right to schedule interment, entombment or inurnment services according to the Cemetery's availability of service times and needs.

Per 3705.17 of the Ohio Revised Code, all interments, inurnments or entombments must be accompanied by a Burial Permit or Certification of Cremation issued by a local registrar or sub-registrar. No interment, inurnment or entombment shall take place in the Cemetery unless such a permit is presented

and made available to the Cemetery Personnel.

The Cemetery shall have the right to have the interment, inurnment or entombment service at the final disposition location according to the Cemetery's schedule and current weather conditions.

When a removal is to be made from a single grave to another grave, the formerly occupied single grave space and all rights therein revert to the Owner thereof. If the steel or concrete vault and same is in a removable condition, charge for removal of vault must be paid in advance.

Application for dis-interment, dis-entombment or dis-inurnment must comply with the provisions of Section 517.23 of the Ohio Revised Code.

Any person desiring to remove a body from the grave space of another must present a written permit signed by the Owner, the next of kin and himself to have such removal made. These shall remain on file in the office of the Cemetery. No such removal shall be made without the written consent of the Cemetery, and then only on such conditions as the Cemetery shall prescribe.

All human remains not cremated must be contained in a concrete or steel burial vault specified by the Cemetery prior to burial.

All cremated remains must be contained in a concrete, steel or other non-decomposing vault approved by the Cemetery prior to inurnment.

The maximum amount of remains per grave space is limited to two sets of human cremated remains or one set of cremated remains and one full size human burial. When so desired, a second right on a single grave for the interment of human remains or inurnment of cremated remains may be purchased from the Cemetery.

A grave space may contain one infant casket and or vault not exceeding 24” in length and one full size human burial.

The remains of any person who died of a contagious disease will not be permitted in or on the Cemetery grounds, except when placed in a hermetically sealed casket. In case of doubt on the part of the Cemetery as to the nature of the disease, satisfactory evidence from the attending physician or otherwise will be required.

MEMORIALIZATION REGULATIONS

Only one individual marker or monument and a second flush marker shall be allowed on each grave site. All markers or monuments shall be

placed on a foundation installed by the Cemetery at a fee determined by the Cemetery. All charges for foundation installations shall be paid for in advance.

All markers, monuments or vases shall be placed as designated on the Cemetery layout plan. Exceptions, due to individual circumstances, will be determined by the Cemetery.

No interment, entombment or inurnment right owner shall erect, place or remove, or cause to be erected, placed or removed, on any grave in the cemetery any markers, monuments or vase until it is first approved by the Cemetery.

The Cemetery is not responsible for damage to any markers, monuments or vase or the future restoration of such that may occur to other than an approved marker or monument.

One marker or monument up to a maximum of 30" wide for a single grave and 48" wide for two side by side adjoining graves is permitted. All bases shall be no more than 4" wider than the marker or monument for which they are associated with. Monuments larger than 48" x 1' maybe used on 3 or more adjoining Cemetery spaces with the Cemetery's permission as to the size and location of the monument. A second flush marker for the identification of cremated remains not exceeding 24" x 12" in size, may be set in front of the grave marker or monument on a single grave.

Markers or monuments shall not exceed 36" in height without prior approval of the Cemetery.

Section Restrictions

Garden of Peace: Flush Markers only shall be permitted with the exception of corner or feature lots.

Garden of Peace Babyland: 8" x 16" or 10" x 20" flush Markers shall be permitted.

Memorial Lawn Singles (East Side): Flush Markers or Bevel Monuments shall be permitted.

Sylvanside Singles and Eastview: Flush markers, Bevel Monuments and Slant Monuments with base shall be permitted.

Wesleyan (South Side): Flush markers, Bevel Monuments and Slant

Monuments without base shall be permitted.

Wesleyan (Cremation Corner): Flush Markers shall be permitted.

Northside Singles: Flush markers, Bevel Monuments and Slant Monuments without base shall be permitted.

Veterans Sections (Memorial Lawn, Veteran's West, and Soldier's Circle): 24" x 12" Flush Bronze Markers shall be permitted per Delaware County Veteran's Association.

Maple Lawn: Flush Markers or Bevel Monuments shall be permitted.

Southside Singles: Flush markers, Bevel Monuments and Slant Monuments without base shall be permitted.

If any inscription or object is placed on any memorial, monument or other structure, and it is determined by the Cemetery to be offensive, the Cemetery shall have the right to enter upon such grave to remove, change or correct the offensive inscription or object at the expense of the owner. The name or inscription on each monument or marker must correspond with the name and record in the Cemetery records and no changes shall be made except upon request of Cemetery.
While the Cemetery will exercise all possible care to protect raised lettering, carving or ornaments on any marker, monument or other structure, on any grave, it disclaims responsibility for any damage or injury thereto.

No coping, curbing, fencing, ground cover, grave blankets, hedging, grave mounds, borders, walks, field stones, rocks or enclosures of any kind, shall be allowed around any grave; the Cemetery reserves the right to remove the same if so erected, planted or placed.

No marker, monument or vase may be placed upon a grave unless the interment or inurnment fees have been fully paid.

Temporary grave markers will be removed by the Cemetery and discarded after six (6) months.

All monuments must be first grade, clear stone for memorial purposes. Monuments must be free from sap or anything which will cause rust stains and cracks. Monuments must be guaranteed to be free of all faults that may develop within five years from the setting date. If a fault is found by the Cemetery the monument will be replaced without cost to the Cemetery or lot owner, by the provider of such monument or memorial.

Contractors who engage in the business of cleaning monuments, (not connected with established retail dealers already on the approved list of dealers), and all other persons or establishments, must procure a permit from the Cemetery before any work on the Cemetery property is commenced. In order to secure such a permit, it should be necessary for the person or firm to submit satisfactory evidence of their ability to perform the work for which they have been engaged.

All Contractors who conduct work upon the Cemetery property are under the direction of the Cemetery and its staff.

Contractors engaged in erecting monuments or other structures are prohibited from attaching ropes to monuments, trees and shrubs; from scattering their material over adjoining lots; from blocking avenues or pathways; and from leaving their material on the grounds longer than is necessary. They must do as little injury to the grass, trees and shrubs as possible. They must remove all debris and restore the ground and sod to its original condition. Damage done to lots, walks, drives, trees, shrubs or other property by such Contractors or their agents, shall be repaired by Cemetery staff. The cost of such repairs shall be charged to the Contractor.

All work performed by the Contractor shall proceed promptly until the erection of the monument or memorial is complete provided such work is not a disruption for a Cemetery funeral service.

No material, machinery or other materials for the construction of vaults, mausoleums, monuments or such structures or monuments themselves, may be brought into the Cemetery until required for immediate use; nor, under any circumstances, when a funeral is in process; or between Saturday noon and Monday morning; and no work shall be done during said time; nor shall such material be placed on lots adjoining the one on which such a structure is to be erected without special permission from Cemetery.

All Contractors shall abide by the Rules and Regulations of Oak Grove Cemetery. Any Independent Contractor who violates such rules of the Cemetery, shall not be permitted on the Cemetery property.

The use of bronze is approved for doors and window grilles of mausoleums and other mausoleum fixtures, statuary and tablets when attached to monuments or markers of natural stone provided the bronze has been cast for an alloy containing not less than 85 percent copper and not more than 5 percent lead. No other metals are approved for such use unless they are substantially non-corrosive and are of proved permanency. All bronze tablets are to be approved by the Cemetery.

Mausoleums or tombs, either wholly or partially above ground, shall be constructed only upon Cemetery locations so designed and shall be built of first-grade material similar in all respects to the stone used in other memorials upon the Cemetery. All parts of the mausoleum or tomb above ground shall be of natural granite from approved producers.
Detailed plans, specifications and locations within the Cemetery for the placement of such mausoleums or tombs shall be subject to the approval of Cemetery.

All entombments in private mausoleums, shall be conducted by the Cemetery Staff.

Private mausoleums or tombs shall be maintained consistent with the standards of the Cemetery. If it is determined by the Cemetery that such monument, mausoleum or tomb is unsightly, dilapidated or a menace to visitors, the Cemetery shall have the right, at the expense of the lot owner, either to correct the condition or to remove it.

The Cemetery without any liability, reserves the right to correct any errors that may occur in the placing of foundations or memorials.

No monument or marker shall be removed from the cemetery unless approved by Cemetery.

DECORATION OF LOTS

Flowers, decorations, and small flags are welcome and will be removed as soon as the decorations fade and wither, and the right is reserved by the Cemetery to make such removal. Also, winter wreaths, and artificial flowers will be removed at such time as is specified by the Cemetery, and the Owner thereby forfeits all rights, title and interest to the same, and the Cemetery may dispose of them by sale, destruction or in any other way it deems best at its sole and absolute discretion.

All work and planting of any kind on all graves is strictly prohibited. From March 1st to Thanksgiving all decorations shall be placed in the urns located on the monument or its base. From November 1st to March 15th, artificial flowers, wreaths, grave blankets and related decorations or approved decorations may be used. All winter decorations will be removed after March 15th of each year.

Permanent urns must be placed in a row next to a marker or monument on an approved cement base.

Shephard hooks are permitted but are required to be flush against the marker or monument to make it possible to mow and trim around effortlessly. Sheppard hooks not being used after July 1st of each year will be removed by cemetery

staff.

The placing of potted flowers, plants, wreaths, baskets or American flags on graves is not permitted except on Easter, Mother's Day, Father's Day, Memorial Day, Independence Day, Veterans Day, and Christmas Day. Holiday decorations are permitted 5 days before and will be removed 7 days after the special days herein set forth.

The digging of holes for any purpose whatsoever is strictly prohibited.

GENERAL REGULATIONS

No children under the age of 16 are permitted within the Cemetery without adult supervision. All children must display appropriate behavior while on the grounds of the Cemetery.

Pets must always be on a leash per codified City of Delaware ordinance 505.011. Pet owners are responsible for cleaning up after their pet.

Bringing lunches, food, beverages or illegal substances for consumption within the Cemetery is strictly forbidden.

No article or sign of any kind will be permitted on any grave, or tree, except decorations in compliance with these Rules and Regulations.

The sitting or leaning on monuments or walls is not permitted.

The Cemetery is not responsible for theft or damage to anything placed on graves or grounds of the Cemetery.

The Cemetery shall have the right to remove any dead or damaged tree, shrub or vine.

No touching, scraping, rubbing or spraying of liquids on the memorials or monuments is permitted for any purpose.

No person shall use profane or boisterous language or in any way disturb the quiet and good order of the Cemetery.

All persons are forbidden to hunt fowls or other animals in or around the Cemetery.

All persons are strictly forbidden to break or injure any tree or shrub, or mar any landmark, memorial or monument, or in any manner deface the grounds of the Cemetery.

No money shall be paid to the attendants of the Cemetery grounds. The entire time of the persons regularly employed on the grounds belongs to the Cemetery. Visitors and Owners must not otherwise engage them. All orders, inquiries and complaints must be left at the Cemetery Office.

No person or persons other than an employee of the Cemetery so authorized shall be permitted to bring or carry firearms within the Cemetery, except a military guard of honor, and they only when in the charge of an Officer and during a military service.

All persons are reminded that the grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law, as provided by statute, will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules and the laws of the State of Ohio.

MODIFICATIONS AND AMENDMENTS

The Cemetery may, and it hereby expressly reserves the right to at any and all times, with or without notice to the Interment, Entombment or Inurnment Right Owners, adopt new Rules and Regulations, or to amend, alter and/or repeal any rule, regulation and/or article, section, paragraph and/or sentence in the Rules and Regulations.

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Cemetery, therefore, reserves the right without notice, to make exceptions, suspensions or modifications of any of the Rules and Regulations, at its sole and absolute discretion; and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of these Rules and Regulations, or as creating any enforceable precedence.

1 S. Sandusky Street
Delaware, Ohio 43015

Oak Grove Cemetery

334 Sandusky Street
Delaware, Ohio 43015
Telephone: (740) 363-2971

oakgrove@delawareohio.net

Best Practice Cemetery Recommendations

The following Best Practice Cemetery Procedures are recommendations pertaining to methods and procedures for the operation of Oak Grove Cemetery and its documents administered and owned by the City of Delaware Ohio. These methods and procedures are based upon normal cemetery operating conditions. Extenuating circumstances such as multiple, weekend or holiday purchases or burials may require changes to these policies. Deviations, when needed will require both City and Cemetery personnel to implement such measures to remedy such deviations. It is understood that the Cemetery offices are located in the City building and and not on the Cemetery property.

1. **Internet Web Site**: Oak Grove's current web site provides Cemetery section maps, photographs from within those sections and burial information for both Oak Grove Cemetery and St Mary's Cemetery. It is recommended that this web site be updated to include the following information:

    A. Oak Grove Cemetery's policies and procedures
    B. Cemetery Rules and Regulations (downloadable pdf)
    C. Deceased burial location information specific to Oak Grove
    D. New or planned Cemetery development with photographs
    E. Opening and Closing Price Sheets
    F. Interment and Inurnment Right Price Sheets

2. The phone number for the Cemetery should be directed to the City offices. An off-hour emergency Cemetery Phone Number should be directed to the Supervisor of the Cemetery Operations.

3. All purchases for pre-need, at-need burial spaces, opening and closings and monument foundations should be completed on a formal **Cemetery Purchase Agreement**. (see attached sample)

   Purchase Agreement Forms are significant for the City Cemetery Offices because they provide a written agreement between the cemetery and the customer regarding every purchase. Purchase Agreement forms provide a detailed history of the customer's transactions with the cemetery in case there are any misunderstandings in the future. If a complaint concerning Oak Cemetery or the City of Delaware regarding the Cemetery is ever brought before the Ohio Cemetery Dispute Resolution Commission, a copy of the previously completed Purchase Agreement will be requested by the Commission.

4. Any payments for pre-need or at-need burial spaces and or Opening and Closing fees should be paid in advance of the burial that is being performed. Upon receiving a phone call at the Cemetery City Office for an upcoming interment or inurnment, the Delaware City Employee receiving the call should complete the **Vital Statistics** document. This information will be used for information about the deceased, the authorizing party, funeral information and cemetery arrival time. (see attached sample) It is important for the City Cemetery Office to complete this document for each interment or inurnment to ensure that every step is taken for all interments or inurnments. This document is also helpful to ensure the interment or inurnment will fit within the cemetery's schedule and allow the process to begin.

5. The caller most often the local funeral director upon providing information for the Vital Statistics document should be reminded that the authorizing party that is ordering the interment or inurnment should come to the Cemetery office to view and authorize the expected grave or niche that is to be used and to execute the **Interment Inurnment Authorization Form**. (see attached sample) No interment or inurnment should commence without the Authorization Form being completed.

   An Interment/Inurnment Authorization Form helps remove much of the liability from an incorrect interment or inurnment location within the cemetery. As provided on the sample The Interment Inurnment Authorization Form should dictate all of the pertinent burial information including the name of the deceased, when the interment or inurnment will occur, and most importantly where the interment or inurnment in the cemetery will take place. The next of kin will execute this form after they have been shown the burial location by cemetery personnel. The importance of the document comes into play if an interment or inurnment ever occurs in the wrong location, by the next of kin properly executing

the Interment Inurnment Authorization Form; they are accepting the responsibility of the deceased being interred in the specified location.

Additionally, payments for pre-purchased or at the time of need interment or inurnment rights and/or opening and closing fees must be paid in advance of the burial that is being performed. These fees may be collected at the time of the execution of the Interment Inurnment Authorization Form, thereby eliminating the collection of funds at the time of the committal service.

6. If a pre-purchase of an interment or inurnment right has not been completed the authorizing party should be asked to come to the Cemetery to select the Interment or Inurnment location, complete a Cemetery Purchase Agreement and the Interment Inurnment Authorization Form.

7. Upon receipt of the completed Interment, Inurnment Authorization Form at the Cemetery Office, the Grave or Niche Opening and Closing Service Request Form may now be completed and distributed to the Cemetery Personnel for the Opening and Closing of the grave or niche to be completed.

8. The **Grave or Niche Opening and Closing Service Request Form** may now be completed by the Cemetery office and distributed to the Cemetery maintenance personnel for the grave or niche to be opened and closed. (see attached sample)

9. All forms completed or collected by the Cemetery personnel such as the Vital Statistics, Cemetery Purchase Agreement, the Interment Inurnment Authorization Form, the Grave or Niche Opening and Closing Service Request Form and the Burial Transit Permit delivered by the participating Funeral Director should be returned to the City Cemetery office for permanent filing.

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Financial Recommendations

The following Financial Recommendations are for Oak Grove Cemetery located in Delaware Ohio. They are based upon a review of Oak Grove's current pricing schedules, financial policies and procedures. A comparison of pricing for cemeteries within a 20-mile radius was also conducted.

The cemeteries that were compared within the 20-mile radius of Oak Grove Cemetery were Kingwood Memorial Park in Lewis Center Ohio, Radnor Township Cemetery in Radnor Township, Delaware County Ohio and Berkshire Township Cemetery in Berkshire Township, Delaware County Ohio.

All price change recommendations were based upon the financial expectations of Oak Grove Cemetery, the expectations of the Cemetery's current client base and the competing cemeteries.

Revenue generated from Opening and Closing fees and the sale of Interment/Inurnment Rights is the essence of revenue for the Oak Grove Cemetery operation. It is important to generate as much income from these fees as practically possible. The cemetery has very little other sources of self-sustaining income which must be used for the care and maintenance of Oak Grove Cemetery for generations to come.

Income Recommendations

1. Opening and Closing Fees

Current Policy – The current weekday opening and closing fee of $825 for Oak Grove Cemetery is based upon a price schedule adopted in 2012. The current Saturday opening & closing fee is $1,000. The cremation opening and closing weekday fee is $625. The cremation opening and closing fee for a Saturday burial is $725.

Recommendation – The weekday opening and closing fee should be increased to $1,100 before 4:00 PM. After 4:00 PM, the rate should be increased by $25 for each 15 minutes of the funeral procession arrival time at the Cemetery gates. The Saturday, the opening & closing rate should be increased to $1,250 between the hours of 9:00 AM and 12:00 PM. After 12:00 PM, the rate should be increased by $25 for each 15 minutes of the funeral procession arrival time at the Cemetery gates.
The weekday opening and closing fee for cremated remains should be increased to $825 before 4:00 PM and the rate should be increased by $25 for each 15 minutes of the funeral procession arrival time at the Cemetery gates. The Saturday opening & closing rate for cremation burial should be increased to $950 before 12:00 PM. After 1:00 PM, the rate should be increased by $25 for each 15 minutes of the funeral procession arrival time at the Cemetery gates.

2. Interment Right Charges

Current Policy – Based upon a price schedule adopted in 2012 the current price for a single interment right in the monument section of Oak Grove Cemetery is $1,000. The current price for a single interment right in the flush marker section of Oak Grove Cemetery is $950. Single cremation inurnment rights are being sold for $500 and interments rights for infants in the Baby land Section are being sold for $100.

Recommendation – Oak Grove Cemetery should increase the single Interment Right sale price in the monument section for full size burials to $1,500. The Cemetery should increase the single Interment Right sale price in the flush marker section for full size burials to $1,300. The inurnment right sale price (cremation right) should be increased to 50% of the recommended interment right sale price in both the monument and flush marker sections. An inurnment right is usually ½ of the right that is required for a full-size burial. Infant interment rights should be increased to $500.

New interment rights in the Oak Grove Memorial section will be in considerable demand as the sections are developed, landscaped and completed. The initial sale price for these interment rights should be introduced at a lessor rate to drive visitation and purchases within that section. The first-year introductory sale price should be $1,000 for a full-size interment right. At the beginning of the second year following development the interment rights in this section should be increased to the normal price of $1,500. All policies regarding inurnment rights in this section should be followed as recommended in the previous paragraph.

3. Monument Foundation Prices

Currently – Oak Grove Cemetery is selling foundations for monuments at $110 per square foot with a stipulation that the minimum charge shall be $220.00 Government marker foundations are provided for $175.

Recommendation - Oak Grove Cemetery should change the monument foundation fee to $1.00 per square inch (length x width) of the required monument base. Ohio cemeteries traditionally charge by the square inch thereby eliminating confusion with foundations that may fall in between an exact square foot. The minimum foundation fee should be increased to $225 and the Government monument fee should be increased to $225.

4. Additional Interment Right Fees

Currently – When an individual has purchased an interment right, they have acquired the right to one full size or cremation burial in a certain location within the cemetery. Presently at Oak Grove, when an interment right owner wants to inter cremated remains on a grave location whereby a full-size burial has occurred in the past, the Cemetery is allowing the second right or use for no additional fee. If this policy were to continue the revenue from the sale of interment rights in Oak Grove will continue to diminish as the rate of cremation burials increase.

Recommendation – Oak Grove Cemetery should initiate a charge for a second interment/inurnment right fee for any burial of remains on a grave whereby the first internment/inurnment right has been used. The fee for the second right should be 50% of the current sale price of the first full size interment/inurnment right fee in a cemetery section.

5. Inurnment Right Fees

Currently, Oak Grove Cemetery does not offer the sale of inurnment rights for niches within Columbarium's on the Cemetery property.

The proposed Cemetery Master Plan recommends the creation of cremation gardens that surround columbarium structures. These columbaria will offer both single and double cremation niches. The initial selling price of single niches should be $4,500 and double niches for $8,000.

Comments

The Financial recommendations provided within this review are for the protection and advancement of Oak Grove Cemetery.

All fees for services or products that the Cemetery extends to its clientele should be increased annually by a minimum of 3% to offset increased operational expenses.

The operation, care and maintenance of a cemetery in today's environment especially a facility that falls within the responsibilities of a municipality is a difficult task. It is often expected that the fees that are charged for the normal day to day activities of the cemetery operation are reduced in some fashion for the municipal residents. However, it is also imperative that the cemetery be maintained and cared for in such a way as to show respect for the loved ones whose remains are interred, entombed or inurned upon the grounds of the cemetery property. The expense of the Cemetery property to be maintained will either be managed by charging appropriate fees or by increasing the taxable revenue.

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Cemetery Marketing and Future Development Information

Marketing Plan

An effective marketing plan for Oak Grove Cemetery should include the following:

a. An internet web site for a cemetery is becoming one of the most important avenues of communication to reach the cemetery customer. The web site should contain information regarding the cemetery's policies and procedures, rules and regulations, a decoration policy, deceased burial location information, cemetery section maps, cemetery photos, price sheets and phone numbers. The average cemetery customer is interested in the cemetery hours of operation, who to contact with a question, where a friend or loved one maybe buried and the fees associated with a future interment or inurnment within the cemetery.
b. The cemetery should strive to get general information regarding the property and new development to as many individuals that will consider Oak Grove as their burial or inurnment permanent location. Local newspapers and signage where possible are valuable methods of updating the current or future cemetery customer as to what products or services are available at Oak Grove Cemetery.
c. A Logo should be created which should be put on any cemetery document that is visible to the cemetery customer as well as any advertisement displaying the products or services Oak Grove provides.
d. Key messages should also be included on all cemetery documents and advertisement displays. Key Messages should include verbiage that stipulates what Oak Grove Cemetery is to the cemetery customer in a few words. Some examples of Key messages would be; Oak Grove, Delaware's Family Cemetery, Oak Grove, Delaware's Memorial Garden,

Oak Grove, a Place of Remembrance, Oak Grove, Delaware's Premier Garden of Memories.

e. Volunteer groups are important for a Municipal owned Cemetery. These groups bring a wealth of information and knowledge into the overall cemetery operation. Of course, these groups become walking and talking advertisements for the Cemetery throughout the Delaware community. Additionally, these groups may help with the care and management of specific areas including the different floral gardens within the cemetery. A program should be designed by the Cemetery staff for the maintenance of theses areas as allowing these groups to participate without management assistance can be a cause of disorganization for the Cemetery operations.
f. Cemetery Conservation Board – A group of Delaware residents should be appointed as the Conservation Board for the Cemetery and its operations. An official from the City of Delaware should also be appointed to this Board to represent the Cemetery. The purpose of this group would be to discuss and formulate new ideas for the natural development of the Cemetery, its gardens and to assist in the management of the Volunteer groups described in Item e. Members of this Board should rotate membership on a bi-annual basis and should meet quarterly.

Future Development

The Cemetery Master Plan that has been developed by McGill Smith Punshon defines new areas of development that are important to the future financial existence of Oak Grove Cemetery. The Oak Grove Memorial Garden is the largest new area of development. This area consists of 12-13 acres of useable space of which approximately 10 acres will be exclusive for the sale of interment rights. With 700 interment spaces assigned per acre this provides more than 7000 additional interment rights for Oak Grove Cemetery. The balance of the property has been designed for cremation burial, scattering and columbarium inurnment rights with support for an open-air shelter. Traditional full-size burial of human remains is still the dominating factor for final dispositions. However, approximately 48% of all Ohio final dispositions of human remains results in cremation. The cremation rate is increasing by 2% per year. Therefore, in 10 years the cremation rate in the State of Ohio will be close to 70%. In 20 years, the Ohio rate of cremation will be close to 90%. Columbarium inurnment, cremation burial and cremation scattering will be the dominating method of which Oak Grove Cemetery provides service to its future customer base. With these statistics in mind the 7000 additional interment rights that are being created within the Master Plan may require a conversion to additional methods of cremation disposition years into the future.

The master Plan describes three separate areas of the Cemetery that promote the development of final disposition for cremated remains. These areas may

contain Columbarium units as well as scattering gardens for those that prefer a natural disposition of cremated remains. Each area is important as they provide different design scenarios within a specified environment for Oak Grove's future customers. As the rate of cremation continues to climb these developments become very important for the future of Oak Grove.

Information below provides additional details for cremation disposition as well as an option for Green Burial:

Columbarium

A columbarium is similar to a mausoleum, but instead of spaces for caskets, a columbarium has spaces called niches for urns which contain cremated remains. Each niche may be personalized by family members and friends, and may often include photographs, trinkets and mementos to commemorate the life of the deceased. These items may be placed inside the niche as long as the available space allows. Niches usually contain one cubic foot of interior space for one set of cremated remains.

Columbarium's are most often located in a specified area of the Cemetery. Columbarium's are usually constructed of granite and placed on a poured concrete pad in the Cemetery. As in the purchase of an interment right, columbarium niches or inurnment rights are purchased in perpetuity.

Columbarium Image

Cremation Scattering Garden

A Scattering Garden is a location that is set aside within a cemetery that is used for the spreading or broadcasting of cremated remains. The garden may be an

area in the Cemetery that will not be used for interment or inurnment rights and will benefit from the addition of bushes or flowers. Four inches of mulch should be added once all the plantings are completed. To complete a scattering, an area within the garden consisting of 4 feet by 2 feet should be racked clear of mulch. The cremated remains are removed from the container in which they were delivered to the Cemetery and are mixed with or placed on top of the soil where the mulch was removed. It is important to note that these cremated remains are placed on a commingled basis and are non-recoverable. The mulch is replaced and an area within the scattering garden should be designated for a permanent memorial designating everyone's name with a birth and death date designating whose cremated remains were scattered in the garden.

Green Burial

This option is not recommended for Oak Grove as a Green Burial Section requires considerably more attention than standard burial options. Green burial is a very simple form of burial that is occurring in a few of Ohio's cemeteries. A Green burial occurs without the deceased being embalmed and most often occurs with a bio-degradable casket or simply without one. Green burial advocates state that this burial is a way of caring for the dead with minimal environmental impact that furthers the conservation of natural resources, reduces carbon emissions, protects cemetery maintenance employee's health and promotes the restoration and/or preservation of the cemetery grounds.

The size of the Green Burial grave could be as large as 10' x 20' feet or may be similar to a family lot in Oak Grove Cemetery. The grave depth is usually 3.5 feet. The depth of this grave ensures that the remains are undisturbed and will decompose quickly. Vaults are not used and the soil is mounded over the grave. The graves are usually leveled several times in the course of a year as the natural decomposition of the remains occurs.

It is important to note that Green burial sections are not maintained as other sections of the Cemetery. These sections will not permit heavy equipment such as backhoes, trucks, utility vehicles or mowers to transport over the graves. A 10-foot pathway at the foot of each row of graves will permit this equipment to enter the section for the maintenance and digging of the graves. Wild flowers, shrubs or perennials are usually planted over the rows of graves to maintain the natural integrity often associated with a Green burial cemetery section.

The image below depicts the difference between a standard burial and a Green Natural Burial.

Green vs Standard Burial Image

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Document Descriptor

Acceptance of Responsibility Form: This document is to be used for an individual who claims that they are the owner and of interment or inurnment right through inheritance, divorce or ancestry.

Disinterment/Dis-inurnment Authorization Form: This document is to be completed when an order is given to the cemetery to disinter or dis-inurn a deceased remains. This document is to be used in addition to all State required procedures and documents described in 517.23 and 517.24 of the Ohio Revised Code.

Grave or Niche Opening and Closing Service Request: The document is the directive that is completed by the Cemetery office and distributed to the maintenance personnel for a grave or niche to be opened and closed.

Interment and Inurnment Authorization Form: This document is be completed by the authorizing party prior to the opening of a grave or niche for a burial or inurnment in Oak Grove Cemetery.

Interment / Inurnment Right Price Schedule: Price Schedule for interment rights within Oak Grove Cemetery.

Miscellaneous Price Schedule: Price Schedule for miscellaneous products or services offered by Oak Grove Cemetery.

Opening and Closing Price Schedule: Price Schedule for the opening and closing services of full-size graves, cremation graves, infant graves and niches offered by Oak Grove Cemetery.

Purchase Agreement: This document is to record all sales in Oak Grove Cemetery.

Vital Statistics: The is the initial document to be completed when an opening and closing of a grave or niche is requested by a funeral director or other authorized party

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Acceptance of Responsibility Form

Date: _____

To The Superintendent of Oak Grove Cemetery:

I, _____

Do hereby accept full responsibility for the Interment or Inurnment rights concerning the location described below at Oak Grove Cemetery in Delaware Ohio. I also accept responsibility for any financial expenditure incurred by Oak Grove Cemetery as a result of this action.

Section [ ] Row/Lot [ ] Grave/Niche [ ]

Specific Instructions:

_____

_____

_____

_____
Declared Authorizing Party Printed Name

_____
Declared Authorizing Party Signature

_____
Street Address

_____
City, State, Zip

_____
Phone

_____
Oak Grove Cemetery Witness or Notary

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OHIO

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Delaware, Ohio 43015

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Disinterment, Disentombment or Dis-Inurnment Authorization Form

To the Management of Oak Grove Cemetery:

You are hereby authorized and instructed to ( ) Disinter, ( )Disentombment or ( ) Dis-inurn the Remains of:

Name of Deceased: _____

Current Interment Location: Section: _____ Row / Lot: _____

Grave / Crypt / Niche: _____

Original Cause of Death: _____

_____

_____

( ) Deceased remains will be reinterred, re-entombed or re-inurned at Oak Grove Cemetery:

New Interment Location: Section:_____ Row / Lot:_____

Grave / Crypt / Niche: _____

( ) Other location outside the boundaries of Oak Grove Cemetery

No pecuniary consideration has been or will be received by me for this order.
To be signed only by the surviving spouse of the deceased or surviving parents of a fetal death. All others must file for a court order with the probate court of this county.

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Grave or Niche Opening and Closing Service Request

Service Type: ☐ Interment ☐ Inurnment

Service Date: _____ Service Time: _____

Deceased Name: _____Funeral Home: _____

Service Location

Section: _____ Lot: _____ Grave: _____

Vault Type: _____

Building: _____ Side: _____ Level: _____ Niche:_____

Special Notes: _____

_____

_____

Grave or Niche Verified and Opened By: _____

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Interment, and Inurnment Authorization Form

Deceased Name:_____ **Deceased Age:**_____ **Deceased Sex: Male** ____ **Female**____

Deceased Address:_____**Funeral Home:**_____

Contact Name: _____ **Relationship:**_____ **Phone:** _____

Section:_____ **Row/Lot:**_____ **Grave/Niche:**_____ **Service Date:**_____ **Service Time:**_____

Service Type - Military, Religious, Normal:_____ **Procession Service Size:**_____

Service Special Needs: _____

Vault Type:_____**Service Charge:$**_____**Terms:**_____

Notes:_____

_____

The undersigned hereby certify that they are all of the legal custodians of the herein named deceased, having the full legal authority to direct the interment or other final disposition of the remains of the deceased, and hereby authorize Oak Grove Cemetery to make disposition of the remains of the deceased as indicated above. The undersigned hereby further certify and represent that they are the owner(s) or authorized representative(s) of the owner(s) of the above described Interment Rights and hereby authorize use of said Interment Rights for the interment or other final disposition of the remains of the herein named deceased. Oak Grove Cemetery is hereby authorized to allow to be installed any outer burial container purchased in connection with this interment in the interment rights, described herein. The undersigned, jointly and severally, agree to indemnify and hold harmless Oak Grove Cemetery, its affiliates, and their respective agents, officers, directors, and employees from any and all liability, including reasonable attorney's fees, and against any loss, damage, suit, or claim which any of them may sustain in connection with the interment or other final disposition authorized hereunder. The undersigned acknowledge that Oak Grove Cemetery will follow the directions of the undersigned in reliance upon the undersigned's representation of authority, without independent inquiry of such authority, and that therefore the foregoing indemnify and cover claims by third parties as to superior right or authority for final disposition, including claims of Oak Grove Cemetery's own negligence. If prior to final disposition Oak Grove Cemetery becomes aware of a dispute as to such authority, Oak Grove Cemetery is authorized to suspend arrangements pending resolution of such dispute, and the undersigned authorize Oak Grove Cemetery to apply to a court of competent jurisdiction, at the undersigned's cost, for an order directing final disposition. Further, the undersigned agree that Oak Grove Cemetery shall have the right to correct any error in this interment, at its own expense, without any liability for such error.

Signature of Declared Authorizing Party _____ **Date:** _____

Relationship to Deceased:___ _____

Print Name:_____
First Name **Last Name** **Phone**

Address:_____
Street **City** **State** **Zip**

Witness:_____ **Date:**___ _____

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Interment / Inurnment Right Price Schedule

Effective Date: _____

Location or Grave Size	Price
Adult Full Interment Right Monument Section	$1,500
Adult Full Interment Right Flush Marker Section	$1,300
Oak Grove Memorial Garden Introductory Pricing	$1,000
Second Interment Right for Cremated Remains	½ of Current Adult Full Interment Right
Single Niche Inurnment Right	$4,500
Double Niche Inurnment Right	$8,000
Baby or Child Interment Right Baby land Section (Maximum Grave Opening 3 Feet in Length)	$500

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Miscellaneous Price Schedule

Effective Date: _____

Type of Product or Service	Price
Deed Transfer	$100
Monument or Marker Foundation	$1.00 per sq. inch (length x width) $225 minimum
Government Marker Foundation	$225
Interment Right Buy Back	75% of original purchase price or $500 minimum
Returned Check Fee	$30
Payment Plan Administrative Fee	$30
Shrub Removal	$100

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Opening and Closing Price Schedule

Effective Date: _____

Type or Time of Service	Price
Adult Full Monday - Friday (9:00 AM - 4:00 PM)	$1100
Adult Full or Cremation Overtime Monday - Friday (each 15 min after 4:00 PM)	$25
Adult Full Saturday (9:00 AM - 12:00 PM)	$1250
Adult Full, Cremation or Entombment Overtime Saturday (each 15 min after 12:00 PM)	$25
Entombment	$925
Entombment Saturday	$1075
Baby or Child (maximum 3 feet in length and from 9:00 AM - 4:00 PM)	$300
Cremation (cremation vault required)	$825
Cremation Saturday (cremation vault required) (9:00 AM - 12:00 PM)	$950
Niche	$875
Niche Saturday	$925
Disinterment (removal or re-interment of vault must be completed by vault vendor)	$2200

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Purchase Agreement

This PURCHASE AGREEMENT (Agreement) made at Delaware Ohio this ____ day of _____ , 20___
Between _____hereafter designated as Purchaser and Oak Grove Cemetery organized under the laws of the State of Ohio, hereafter designated as the Cemetery situated in the County of Delaware and the State of Ohio, witnessed: That the Purchaser agrees to purchase from Oak Grove Cemetery the following:

_____ Interment, Inurnment, Second Interment or Inurnment Right, described as……..
……Section:_____ Row/ Lot: _____Grave(s), Niches(s): _____…….…….... $_____
_____ Interment, Inurnment and Entombment Opening and Closing Fee ……..…….... $_____
_____ Monument or Marker Foundation……..…….. $ _____
_____ Cremation Vault …… ……..……..$ _____
_____ Other Product or Service ……..……..$ _____

Terms: _____

_____

_____

Purchase Price ……... $ _____
Sales Tax ……...……$ _____
Total Purchase Price ……$ _____
Down Payment ……$ _____
Balance Due …… $ _____

Conditions of Interment or Inurnment

1. These interment or inurnment right(s) are to be used for the interment of deceased or cremated human beings only and the Purchaser's rights are limited by and subject to the Cemetery's rules and regulations as now existing or as amended in the future.
2. This purchase agreement conveys only a right to be interred or inurned in the interment space(s) and in no way is any real estate title conveyed to the Purchaser. Furthermore, only one interment or inurnment right is guaranteed by this agreement. Additional internment or inurnment rights may be purchased as specified by the Oak Grove Cemetery Rules and Regulations.
3. Services related to interment or inurnment in these interment or inurnment space(s) are not included in the rights conveyed and are subject to the Cemetery's service charges and availability. These charges will be determined at the time they are purchased and are subject to change.
4. The Cemetery shall use the Purchaser's address for any official notices concerning interment or inurnment rights. The purchaser shall notify the cemetery of any change in their address.
5. The terms and conditions described herein are binding upon the Purchaser's heirs, successors and assigns and enforceable only by the Cemetery.
6. It is understood that no interment or inurnment shall be made and the interment right shall not pass to the Purchaser until the Purchase Price thereof be fully paid (unless mutually agreed upon).
7. The Purchaser, all heirs and assigns agree to comply with all Rules and Regulations of Oak Grove Cemetery now or hereafter established and any and all laws and ordinances which have or may hereafter be enacted by any proper authority relating to the burial of the dead.

Purchaser _____ Date _____

Purchaser _____ Date _____

Address _____

City, Sate, Zip _____

Phone_____

_____
Oak Grove Cemetery Representative

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Vital Statistics

To Be Completed for All Cemetery Committal Service Calls

Deceased Name: _____ Call in Date: _____

Last Place of Residence: _____

Date of Death: _____ Name of Spouse: _____

Person in Charge of Arrangements: _____

Relationship: _____ Phone: _____

Address: _____

Funeral Information

Interment #: _____ Date of Interment: _____ Arrival Time: _____

Committal Location: Graveside: _____

Bill To: _____ Terms: _____

Address: _____

Section: _____ Row/Lot: _____ Grave #: _____

Lot Owner's Name: _____

Relationship to Lot Owner: _____ Vault Type: _____

Funeral Home: _____ Funeral Director: _____

Funeral Home Phone: _____

Payment Information

Interment Charge: $ _____

Additional Charge: $ _____

Additional Charge: $ _____

Total Amount Due: $ _____

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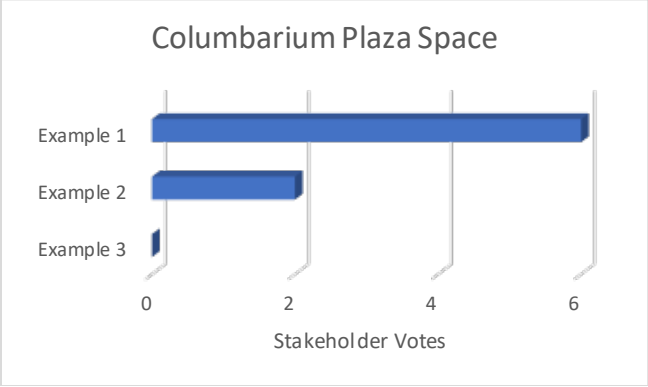
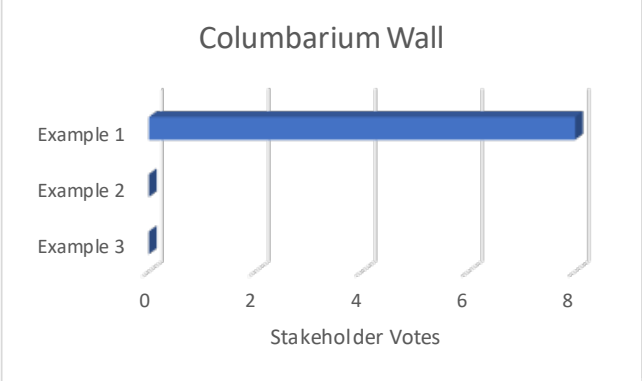
Stakeholder Input
Visual Preference Survey

Appendix VI

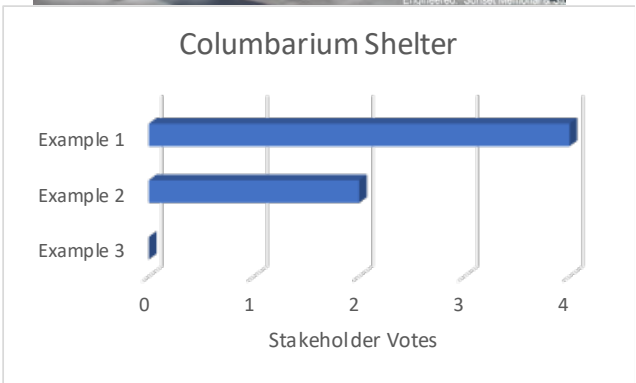




Example 1

Example 2

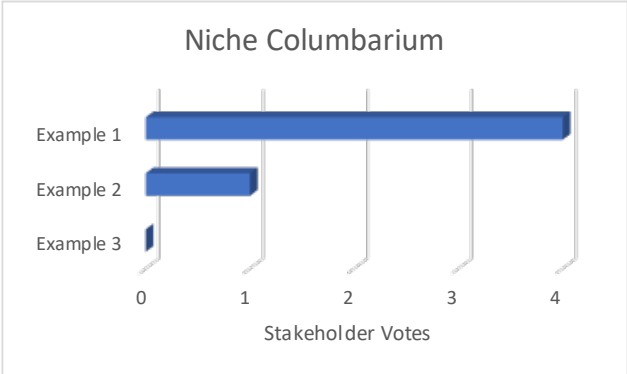
Example 3


Columbarium Shelter
Example 1
Example 2
Example 3
0
1
2
3
4
Stakeholder Votes

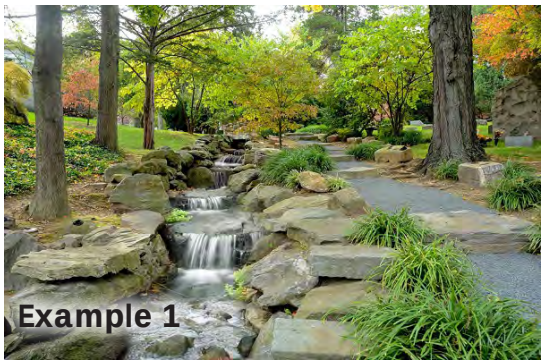
Example 1

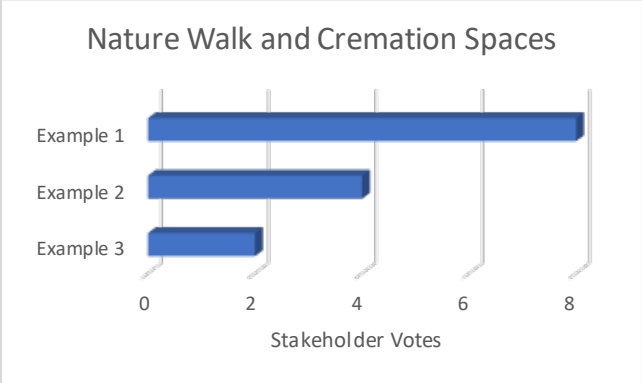
Example 2

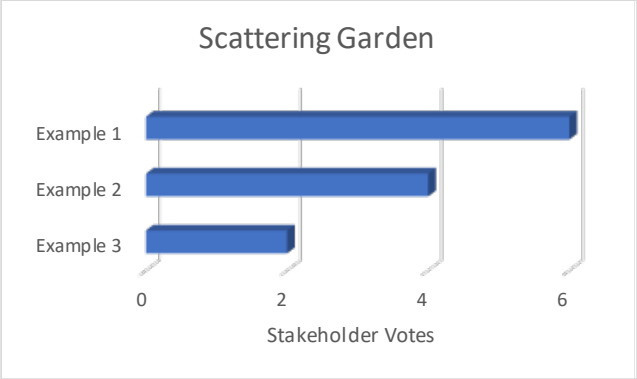
Example 3

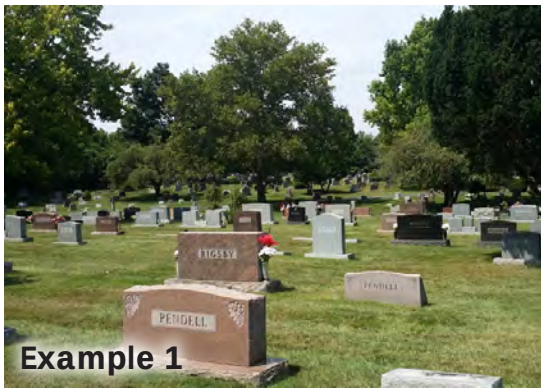

Niche Columbarium
Example 1
Example 2
Example 3
0
1
2
3
4
Stakeholder Votes

Stakeholder Input
Visual Preference Survey
Appendix VI



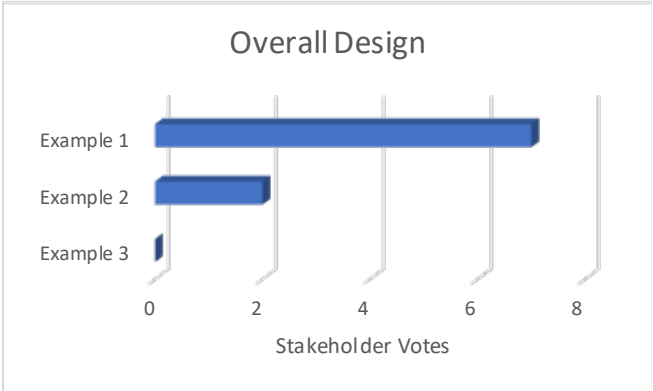





Example 1

Example 2

Example 3

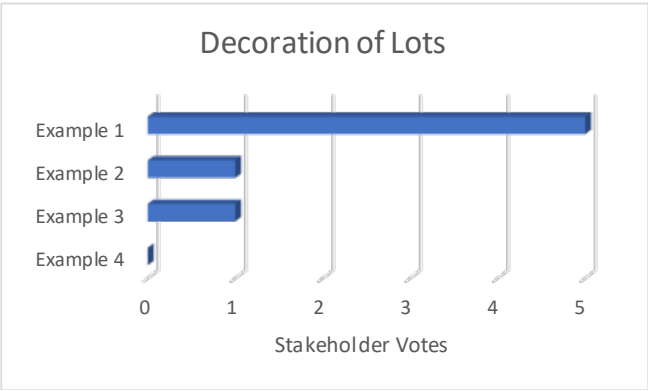

Overall Design
Example 1
Example 2
Example 3
0
2
4
6
8
Stakeholder Votes

Example 1

Example 2

Example 3

Example 4


Decoration of Lots
Example 1
Example 2
Example 3
Example 4
0
1
2
3
4
5
Stakeholder Votes