



AGENDA OF THE SPECIAL/WORK SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE NICOLA-STOUFER MEETING ROOM
AT 115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, JULY 28, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Special Work Session to be held at 6:00 P.M., Tuesday, July 28, 2015 to be approved as proposed or amended.

PRESENTATION FROM THE PUBLIC - Please limit comments to 3 Minutes.

UNFINISHED BUSINESS

NEW BUSINESS

Discussion and Consideration of Cemetery Rates.

Discussion and Consideration of Fall Clean-Up.

DEPARTMENTAL REPORTS

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Mark Kendall
Jaron Rosien
Kathy Salazar
Bob Shellmyer
Bob Shepherd
Russ Zieglowsky

ADJOURNMENT

Illa Earnest, City Clerk

Cemetery Rates Comparison Summary

After collecting data of current rates being charged by other cemeteries in Iowa, both City owned and operated, and privately owned and operated, we have compiled a comparison chart to show all rates. Based on the information that we have collected, it would appear that our charges are in the middle range of those surveyed. One area that we may need to look at is weekend charges. It seems as most cemeteries have begun charging an additional fee for Saturday afternoon services, above the Saturday morning charge to make up for the employee overtime they are paying. Additionally, they are for the most part not allowing Sunday interments and holiday interments only during the week (if holiday falls on weekend, no interments on that day are allowed). There is a wide range of lot prices depending on cemeteries, but most interment charges are similar.

Elm Grove and Woodlawn are slightly lower than average on lot prices (\$50-75), way below average on columbarium prices (\$500-600) and above average on infant lot prices (\$120). Adult full size interments are slightly below average on all days (\$25). Cremains interments are slightly above average on all days (\$60). Infant interments are about \$150 above average across all days. Columbarium interments are about \$75.00 above average on all days. Disinterments are average across all types. Some cemeteries do not allow after hours, while some charge up to \$300 per hour. Some cemeteries have started charging a "winter charge" for additional work such as snow removal, extra time opening graves due to frost in the ground, etc. These winter charges average around \$100.00. Some cemeteries have additional charges if the interred person is not a resident (either a percentage or flat fee).

Recommendations for adjustments

Current

Recommended

After-hours charge from \$100 plus cost of overtime

\$100-200 Flat rate/hour after 4 PM

Saturday PM - \$150

\$250-300

Sunday - \$350

Discontinue Sunday Interments

Holiday - \$350

Only Holiday Service during weekdays with surcharge of \$350

Winter Charge N/A

Start a winter charge of \$100 to cover additional work (snow removal, frozen ground, etc.) only to be charged at city sexton's discretion

Columbarium niches \$300/each

Tiered pricing based on position in columbarium

Cremation and Infant interments \$400

Freeze at current rate until full size interments is to \$800

Full size interments \$600

Raise \$25 every 2 years

We would also like to have a similar analysis every 3 – 4 years with council.

City of Washington

Elm Grove & Woodlawn Cemeteries

Current Price Schedule Effective Jan. 1, 2012

Interment:	Adult	\$600.00
	Infants	\$400.00
	Ashes	\$400.00
	Ashes (For Double Interment, Same Location)	\$600.00
Surcharge:	Saturday	\$150.00
	Sunday	\$350.00
	City Recognized Holiday	\$350.00
Plot Price:	All Sections (Full Size)	\$500.00
	Infant	\$300.00
	Columbarium	\$300.00
Administrative Charges:	Monument Locating Fee	\$50.00
	Quilt Claim Deeds	\$50.00
	All Other Special Requests	\$50.00
Disinterment:	Double Interment Price	
Late Charges:	Interments that have not arrived in cemetery by 4:30 PM will be charged \$100.00 extra.	
	Interments that have not arrived in cemetery by 5:00 PM will be charged \$150.00 extra plus the cost of overtime.	
	There will be no interments after 6:00 PM.	

Cemetery	Elm Grove, Woodlawn	Hampton Cemetery	Aspen Grove Cemetery	Elmwood-St. Joseph's
City	Washington, IA	Hampton, IA	Burlington, IA	Mason City, IA
City Operated	Yes	Yes	No	Yes
Plots				
Upright	500.00	350.00	700.00	300-450
Flat	500.00	350.00	650.00	400.00
Columbarium	300.00	N/A	879-1280	N/A
Infant	300.00	225.00	No charge for plot	100.00
Interments				
Adult M-F	600.00	450.00	800.00	665.00
Sat AM	750.00	600.00	1075.00	840.00
Sat PM	750.00	N/A	1175.00	N/A
Sun/Holiday	950.00	N/A	N/A	N/A
Cremaains M-F	400.00	250.00	600.00	450.00
Sat AM	550.00	400.00	825.00	575.00
Sat PM	550.00	N/A	900.00	N/A
Sun/Holiday	750.00	N/A	N/A	N/A
Infant M-F	400.00	250.00	400.00	350.00
Sat AM	550.00	400.00	550.00	475.00
Sat PM	550.00	N/A	650.00	N/A
Sun/Holiday	750.00	N/A	N/A	N/A
Columbarium M-F	400.00	N/A	Included in purchase price	350.00
Sat AM	550.00	N/A	225.00	525.00
Sat PM	550.00	N/A	300.00	N/A
Sun/Holiday	750.00	N/A	N/A	N/A
Disinterments (M-F Only)				
Full	1200.00	To be determined	800.00	1550.00
Cremaains	800.00	at time of service	400.00	1050.00
Infant	800.00		200.00	650.00
After 4 PM charge	150.00 plus overtime	300.00/hour	375.00	N/A
Monuments Locating	25.00	50.00	Included in lot price	Included in lot price
Double Stack (Full only)	No charge	N/A	400 plus interment charge	N/A
Special Notes	No burials After 6 PM	No burials after 3pm M-F	Discounts \$100 for 4 or more plots at one time	Disinterment 4/1-11/1 only

Cemetery	Violet Hill	Ames Municipal	Fairview, Greenwood, Hillside	Harlington Municipal
City	Perry, IA	Ames, IA	Cedar Falls, IA	Waverly, IA
City Operated	Yes	Yes	Yes	Yes
Plots				
Upright	470.00	600.00	775.00	625.00
Flat	470.00	600.00	650.00	550.00
Columbarium	N/A	836.00	N/A	970.00
Infant	245.00	163.62	260.00	205.00
Interments				
Adult M-F	470.00	650.00	750.00	650.00
Sat AM	695.00	750.00	900.00	760.00
Sat PM	810.00	750.00	950.00	760.00
Sun/Holiday	1000.00	975.00	N/A	885.00
Cremaains M-F	190.00	350.00	385.00	275.00
Sat AM	360.00	400.00	490.00	350.00
Sat PM	450.00	400.00	550.00	350.00
Sun/Holiday	600.00	435.00	N/A	450.00
Infant M-F	190.00	200.00	375.00	200.00
Sat AM	415.00	250.00	480.00	260.00
Sat PM	530.00	250.00	525.00	260.00
Sun/Holiday	720.00	300.00	N/A	360.00
Columbarium M-F	N/A	350.00	N/A	275.00
Sat AM	N/A	400.00	N/A	350.00
Sat PM	N/A	400.00	N/A	350.00
Sun/Holiday	N/A	435.00	N/A	450.00
Disinterments (M-F Only)				
Full	800.00	Min charge 2x interment	1150.00	Min charge 2x interment
Cremaains	350.00	Min charge 2x interment	535.00	Min charge 2x interment
Infant	435.00	Min charge 2x interment	N/A	Min charge 2x interment
After 4 PM charge	50.00 / 1/2 hr. after 3 PM	N/A	50/ hour	N/A
Monuments Locating	Included in lot price	25.00	65.00	35.00
Double Stack (Full only)	N/A	N/A	N/A	N/A
Special Notes	Holidays only until 12 PM No Sundays		Winter rates add \$250	No Sundays, Holidays only during week

Cemetery	Forest Home	Evergreen	Hazelwood	Oakland	Average
City	Mt. Pleasant, IA	Fairfield, IA	Grinnell, IA	Iowa City, IA	
City Operated	Yes	No	Yes	Yes	
Plots					
Upright	400.00	650-950	570.59	700.00	574.32
Flat	400.00	650-950	398.35	600.00	551.42
Columbarium	N/A	N/A	N/A	700-1600	937.85
Infant	125.00	included in interment	169.5	200.00	181.20
Interments					
Adult M-F	600.00	775.00	458.00	600.00	622.34
Sat AM	700.00	850.00	600.00	800.00	776.66
Sat PM	750.00	1025.00	600.00	1000.00	857.00
Sun/Holiday	1000.00	N/A	N/A	N/A	962.00
Cremaains M-F	300.00	475.00	226.00	200.00	341.15
Sat AM	350.00	575.00	300.00	300.00	456.25
Sat PM	400.00	675.00	300.00	400.00	472.50
Sun/Holiday	1000.00	N/A	N/A	N/A	647.00
Infant M-F	75.00	650.00	251.00	100.00	286.75
Sat AM	N/A	700.00	316.00	150.00	413.28
Sat PM	N/A	800.00	316.00	200.00	453.44
Sun/Holiday	N/A	N/A	N/A	N/A	532.50
Columbarium M-F	N/A	N/A	N/A	200.00	315.00
Sat AM	N/A	N/A	N/A	300.00	425.00
Sat PM	N/A	N/A	N/A	400.00	425.00
Sun/Holiday	N/A	N/A	N/A	N/A	545.00
Disinterments (M-F Only)					
Full	800.00	1800.00	609.00	Min Charge 2x Interment	2x interment
Cremaains	800.00	900.00	226.00	Min Charge 2x Interment	2x interment
Infant	800.00	900.00	316.00	Min Charge 2x Interment	2x interment
After 4 PM charge	100.00	250.00	N/A	N/A	
Monuments Locating	N/A	Included in lot price	58.00	N/A	43.00
Double Stack (Full only)	N/A	N/A	N/A	N/A	
Special Notes	Non resident add \$25 to lot, and \$50 to interments	Emergency burial (next day) Minimum \$1100.00	Winter charge (12/1-4/1) \$100.00	Non- resident + 50%	
		\$25 extra Monday AM			

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney*



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Memorandum

July 24, 2015

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Fall Cleanup Planning

As the Council is aware, it has been discussed to bring back the annual fall cleanup, but to handle this as a central site collection rather than a curbside collection as has been done in the past. The Council allocated \$9,000 to this end in the FY16 budget.

Having done some research on this subject, I have weighed a number of questions, including but not limited to:

- Where should the central site be located?
- How should the cleanup be staffed?
- What charges should apply and how should this cash be handled?
- When should the cleanup take place and what days of the week?

I have found a good example to build off, with the cleanup done by the City of Vinton. They have been doing this for a number of years, and have developed what sounds like a very effective process. Vinton has a site that is fenced, and the cleanup event takes place over a weekend. Residents are charged a gate fee, and also have to pay fees for disposal of such things as electronics, TVs, appliances, etc. The City staffs the cleanup, and outside vendors bring in roll off dumpsters for trash, as well as separate dumpsters for the additional disposal items listed in my previous sentence. For your information, I have attached the flyer produced for their cleanup event last year. I think Vinton's basic concept could work well for us, with a few adjustments.

Location of Site

We only have a few feasible alternatives for site if we want to have an area that is fenced for security over the course of a multi-day event. The wastewater plant/yard waste site is probably the best site. I can see us being able to set up a very nice traffic flow through the area, it is an area people are used to coming to for the yard waste site, and it is nicely fenced. The only other options I could come up with are the area to the south of the water plant (which is not fenced) and the County Recycling Center (which doesn't have much space to spare and could be a zoo with lots of out of town residents there also). We are planning to fence the area south of the water plant when the plant upgrades are done, so that could be a more feasible site a few years down the road.

Staffing for the Cleanup

I really like Vinton's idea of having the City staff the event. They typically have 3 employees on site, and have a backhoe and an end loader available. I would probably also add a clerical employee to assist throughout the cleanup to take money and provide for proper accounting. I believe we could save on the overall cost by using this model. I have talked with JJ, Fred, and Kelsey about these staffing ideas and believe everyone is supportive.

Charges for Service

I'm not crazy about having a gate fee, but do think that charges should apply for items that require a charge to be picked up, such as electronics. We won't know exactly what these charges should be until we get vendors lined up for each category, but we could then have stickers produced for each type of item and begin selling these in advance of the cleanup, as well as on cleanup day. Having stickers would be a good control, as the staff handling appliances, for example, would know not to take something that didn't have a sticker.

Cleanup Dates

I think we had discussed doing this event in October. I think we need to keep things a little bit open on exact dates, because we will need to coordinate with various vendors to find an acceptable timeframe. I do have a list of the vendors that the SEMCO Landfill uses, and also have some ideas from Vinton as well. I like the idea of doing the cleanup over a weekend, but would probably opt for a Friday/Saturday rather than a Saturday/Sunday if given the choice. If we did something like 12-8 on Friday and 8-4 on Saturday, that would seem to give ample time for people to bring their items out.

I look forward to discussion at the meeting.

VINTON FALL CLEAN UP DAYS

SATURDAY & SUNDAY

October 4th & 5th, 2014

7:00 AM - 3:00 PM at the Old City Brush Dump

First Right North of River Bridge

This service is ONLY for
Vinton residents & Vinton property owners
Construction debris must be SEPARATED
BUT NO SHINGLES

Fees:

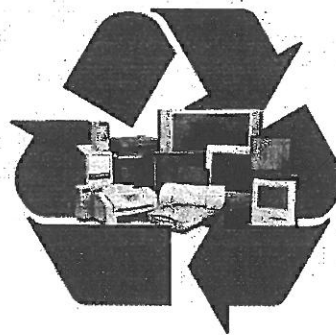
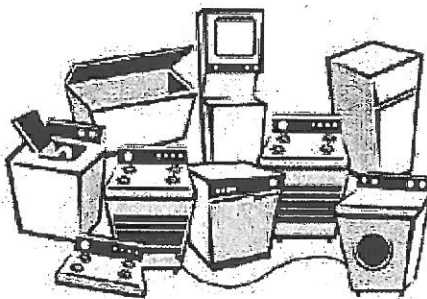
**** CASH ONLY ****

EACH TRIP ENTRANCE \$5.00

All Electronics & TVs \$5.00

Grill Propane Tanks \$5.00

Appliances FREE



DO NOT BRING:

Hazardous Waste, Batteries, Tires or Yard Waste

Questions? Call City Hall at 472-4707