

# Agenda



**City of Hillsdale**  
*Cemetery Board Commission*  
March 4, 2026 at 2:00 P.M.

**I. Call to Order**

**II. Roll Call**

**III. Approval of Minutes**

A. August 6, 2025; November 12, 2025

**IV. Public Comments**

**V. Old Business**

A. Oak Grove Cemetery Boundary Survey and Expansions

B. Addition of Information to City Website

**VI. New Business**

A. Applications for New Board Members

B. Oak Grove Scattering Garden

**VII. Information Only**

**VIII. ADJOURNMENT**

2026 Meeting Dates – March 4, May 6, Aug 5, Nov 18.

The next meeting is scheduled for Wednesday, May 6, 2026 at 2:00 p.m. in the conference room on the second floor of City Hall.



**Cemetery Board  
Minutes  
August 6, 2025  
2:00p.m.**

**Call to Order:**

The meeting was called to order by Jason Blake at 1:58 p.m.

**Board members present:**

DPS Director Jason Blake, Richard Smith, Joanne Miller, Emily Rhoda, Adam Bentley

**Absent Were:**

Adam Bentley

**Also present were:**

Cemetery Sexton Frank Engle, Deputy City Clerk Michelle Loren, Jack McClain

**APPROVAL OF AGENDA**

DPS Director Jason Blake requested the following amendments to the agenda:

- Minutes to be approved should read May 7, 2025
- New Business Item C. Review date for scheduling of next meeting

Motion by Joann Miller, support by Richard Smith to approve the Agenda as amended.

All ayes, motion carried.

**APPROVAL OF MINUTES**

Motion by Joann Miller, seconded by John Barrett, to approve the May 7, 2025 Cemetery Board meeting minutes as presented.

All ayes, motion carried.

**PUBLIC COMMENT**

Jack McLain asked that minutes and agendas be updated on the City website

**OLD BUSINESS**

- A. **Welcome New Members:** Director Blake introduced and welcomed new members Adam Bentley and Emily Rhoda.
  
- B. **Carol Lackey Memorial Recap:** Joann Miller reported the memorial for Carol Lackey went especially well and noted the presence of several Mitchell Research Center and Historical Society volunteers. Carol gave a special thanks to Frank Engle for his performance of Taps while in full military dress.

**NEW BUSINESS**

- A. **Survey for Oak Grove Expansion – Cost Update:** Cemetery Sexton Frank Engle reported the quote for the survey of Oak Grove, Section 17 (expansion designation) came in at \$4600.00 and is scheduled for the fall. Frank explained he is getting a jump start on the project to avoid emergency demand. He estimates this section still has 10 years of use. By comparison, the Lake View expansion took approximately 8 years to complete and he doesn't want a repeat of the crunch he was under to get it done.

Motion by Richard Smith, support by Joann Miller, to move forward with the surveying of Oak Grove Cemetery not exceed \$4600.00

All ayes, motion carried.

- B. **Future Plans:** Jason Blake asked members to please be thinking of future projects they would like to see in the cemeteries and, if at all possible be ready to present them when they meet next in November. He explained it will be helpful to him in his budget planning for the 2026-27 fiscal year. Reminders will be sent to board members prior to the November meeting.

- C. **Review Date for Next Scheduled Meeting:**

Motion by Joann Miller, support by Adam Bentley, to schedule the next Cemetery Board meeting for Wednesday, November 12, 2025.

All Ayes, motion carried.

- D. **Looking Forward:** Frank Engle stated his next goal is to remap a possible 300 graves in Section 20 of Oak Grove and Potter's Field in Lake View.

- E. **Carol Lackey Memorial:** Joann Miller gave a summary of events that will take place during the Carol Lackey Memorial event on Wednesday, May 21<sup>st</sup> at Oak Grove Cemetery.

**Information Only:**

-Adam Bentley inquired about dogs in the cemeteries and who governs this. Director Blake explained this had been an ongoing discussion years back and that in 2023, Council passed an amended ordinance prohibiting all animals in the cemeteries with the exception of service animals. Adam suggested rules and regulations be posted on the web page along with the fee schedule.

**Adjournment:**

Motion by Joann Miller, support by Richard Smith, to adjourn.

All ayes, motion carried

Meeting adjourned at 2:43 p.m.

Respectfully submitted, Michelle Loren, Deputy Clerk



**Cemetery Board  
Minutes  
November 12, 2025  
2:00p.m.**

**Call to Order:**

The meeting was called to order by Frank Engle, Cemetery Sexton (on behalf of DPS Director, Jason Blake) at 2:00 p.m.

**Board members present:**

Joanne Miller, Emily Rhoda, Adam Bentley

**Absent Were:**

DPS Director Jason Blake

**Also present were:**

Cemetery Sexton Frank Engle, Deputy City Clerk Michelle Loren

**APPROVAL OF AGENDA**

Motion by Emily Rhoda, support by Joanne Miller, to approve the Agenda as amended.

All ayes, motion carried.

**APPROVAL OF MINUTES**

Approval of minutes of the August 6, 2025 meeting tabled until the February 4, 2025 meeting.

All ayes, motion carried.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**A. Oak Grove Cemetery Boundary Survey and Expansions:**

- Frank Engle reported the survey bid had been awarded to Lodzinski and is awaiting a schedule date.
- Scattering Garden
- Fencing

**B. Addition of Information to City Website:**

- Michelle to update with current fee schedule and rules and regulations.

**NEW BUSINESS**

**A. Set 2026 Meeting Dates:**

Motion by Joanne Miller, support by Adam Bentley, to set the 2026 Cemetery Board meetings for February 4, May 6, August 5, and November 22, 2026.

All ayes, motion carried.

**B. Resignation of Richard Smith**

Motion by Joanne Miller, support by Emily Rhoda, to accept the resignation of Richard Smith.

All ayes, motion carried.

**C. Oak Grove Scattering Garden:**

Frank Engle shared a wealth of information pertaining to scattering gardens. Members reviewed the information and discussion ensued. It was agreed that members will bring ideas and suggestions back to the board at the February 4, 2026 meeting.

**Information Only:**

Sexton Frank Engle shared that the MAMC held a meeting recently

Frank also stated Wreaths Across America will take place December 13, 2026. He gave an overview of the project stating it is a very well run event involving community members and businesses.

**Adjournment:**

Motion by Frank Engle, support by Joanne Miller, to adjourn.

All ayes, motion carried

Meeting adjourned at 2:43 p.m.

Respectfully submitted, Michelle Loren, Deputy Clerk

COPY

October 31, 2025

Hillsdale City Mayor

Please be advised having sold  
my Home AT 63 S. Broad St. I  
will no longer be Eligible to be  
on the Cemetery Board

2. Assessor's Committee

OR

3. ZBA - expires November 2025

EFFECTIVE THIS DATE!

Richard D. Smith

Richard D. Smith

RECEIVED

OCT 31 2025

CITY OF HILLSDALE  
CITY CLERK'S OFFICE

(26)