

**LAPORTE COUNTY PIONEER CEMETERY COMMISSION
COURTHOUSE SQUARE
LAPORTE, IN 46350**

---Board Members---
Kenneth Baker, President Wilma Marsh, Vice President
Sarah Baker, Financial Secretary Patricia Harris, Recording Secretary
Dale Ellis

Budget and Expenditures for Calendar Year 2002

<u>Category</u>	<u>Budget</u>	<u>Expenditures</u>
Supplies	\$ 1,000.00	\$ 192.70
Postage	50.00	-0-
Paint-Painting	500.00	-0-
Mileage	300.00	300.00
Landscaping	1,100.00	1,099.80
Tombstone Repair	2,000.00	650.00
Cemetery Maintenance	7,500.00	7,326.74
Fencing & Gates	900.00	722.71
Mower & Sprayer	1,000.00	84.51
Board Members	800.00	800.00
Head of Department	4,680.00	4,680.00
Social Security & Medicare	<u>427.00</u>	<u>427.00</u>
Totals	\$ 20,257.00	\$ 16,283.46

Unexpended Balance \$ 3,973.54

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2002 Activities

Monthly Meetings - Structured monthly meetings for board members.

Availability to the Public - We are available 10:00 - 3:00 p.m. first Friday of each month and otherwise by e-mail, phone or mail.

Brochure - The picture of the tombstone that graces the front of our brochure was hand drawn by board member, Kenneth Baker. Our brochure is handed out at public libraries, LaPorte County Museum, Old Lighthouse Museum in Michigan City, at festivals and programs that we give. This brochure is to make the public aware of how many cemeteries we have in LaPorte County and the need for preservation of our pioneer cemeteries.

Historians/Liaisons Volunteers - Volunteers watched over our cemeteries and reported any act of vandalism or cemetery need. One cemetery had a section of chain link knocked down by persons unknown. This was repaired with the cooperative funds of our commission and the township trustee. A stump that was endangering gravestones was removed from another cemetery.

Signage - New signs were made for six cemeteries and they will be installed prior to Memorial Day 2003. We are attempting to make all signage for county cemeteries similar.

Documentation/Photographs - We continued to photograph and document tombstones before they become illegible or vandalism occurs. We have also continued to seek out locations of old cemeteries not known to us previously and then research and document.

Written Reports on Cemeteries - Board members are assigned certain cemeteries that are to be checked by them for caretaking condition and other items throughout the years. These were reported on an updated form.

Requests for Bids and Contracts - We have developed a standardized form for Requests Bids for Cemetery Maintenance and Contracts for Cemetery Maintenance.

Cemetery Maintenance - Pioneer Cemeteries without any funding were maintained by contracted firms. Others that had caretakers and/or some funding for maintenance were aided with funds budgeted by the Cemetery Commission.

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2003 Cemetery Commission Plans

Monthly Meetings - Structured monthly meetings for Board Members.

Availability to the Public – Available to public 10:00 – 3:00 p.m. first Friday of each month and otherwise by e-mail, phone or mail.

Historians/Liaisons Volunteers – Continue to have volunteers watch over our cemeteries and report any act of vandalism or cemetery need. Encourage the continuation of transcribing all gravestones, photography, writing histories and identifying veterans graves with the aid of volunteers.

Discovery and Research – Seek out the locations of old cemeteries not known to us previously and then view, research and document.

Office and Meeting Space – Work with County Commissioners and others to seek a new location for our office, meetings and storage of records due to future displacement because of jail expansion.

Continued Preservation of Our Cemeteries – Caretaking is extremely important in our cemeteries as it can effect the safety of individuals visiting the cemeteries.

1. Communication with sexton/caretakers to allow them to make the needs of their individual cemeteries known to the board and discuss ways to prevent vandalism. Enter into written agreements with them detailing the work to be performed in the cemeteries and stating a specific amount budgeted for the work from Commission funds.
2. Contract with lawn care services for cemetery maintenance for those cemeteries who do not have caretakers.
3. Since many of our tombstones are in need of repair, seek out someone who is capable of properly restoring same and begin a program of restoration.
4. Find a source to do cemetery maintenance and repair, such as painting fences, gates, etc.
5. Repair needed fencing in cemeteries.

Signage – Install new like signage in six cemeteries before Memorial Day which will designate name and formation date. Continue program of replacement in other cemeteries, as well as “No one allowed in cemetery from Dusk to Dawn” signs.

Written Reports – Continue using the Cemetery Inspection Form, a written report for board members to report on the condition of our cemeteries throughout the year.