

OAK HILL CEMETERY COMMISSION MEETING

WEDNESDAY, July 29, 2015-4pm

Cemetery Building

1. Chairman Clarence Read called meeting to order at 4:00pm

2, Roll Call: Present: Bob Kordus, Coryn Commare, Arleen Krohn, Teresa Klein, Clarence Read. Also present Administrator Oborn, Comptroller Pollitt, No public present.

3. Comments from the public as allowed by WI Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes. No comments from the public.

4. Approval of Cemetery Commission meeting minutes for May 27, 2015. Motioned by Kordus, seconded by Commare. With no discussion, motion carried unanimously.

5. Software update given by Osborn. Determined that only sections of the cemetery need to be cataloged, there is no need to survey to grave site. The survey would maximize usage of spots within the cemetery. It would also save time and labor in the future. Oborn explained he only has information on the Pontem software. Oborn explained the different options within the company. The Cemetery could have the data entry done at City Hall, around other duties of the staff, for an estimated cost of 10 thousand dollars. The Burial Search feature of the Pontem program, would be on the web, showing the map, section and actual grave site on unfilled sections. Discussed the annual support fee that includes the license fee. This would have plots online for burial searches.

Discussion included the question on the man hour cost for the city data entry.

Kordus stated he would like to see quotes on the data entry cost and the need for it to be placed in the 2016 budget. Commare states she would like to see the different scenarios on the data entry. It is also stated the Cemetery was going with Pontem as they were willing to work with the city regarding implementation. They were also upfront regarding costs.

Comptroller Pollitt stated there are funds available in the 2015 budget for the data entry. There would be enough funds for the GIS Setup and the Data entry.

Kordus suggested we ask if we want to go to the grave level at a later date, what the additional cost would be. Also, to look at going online with the burial search.

Also noted internet access and an updated computer needed for the cemetery office. These should be added to the 2016 budget.

Kordus Motion: To advice to contract with Pontem Software with GIS setup not to exceed \$8100, the CM Data Manager, which replaces the card files, to go only to the section level and not to exceed \$12,500. The contract should include options for their doing the data entry and/or the city doing the data entry. Also to direct Administrator Oborn to obtain firmer pricing on the city doing the data entry. Seconded by Commare. Carries 5-0

6. Discussion/Recommendations on labor and staffing. Lance is working with the Street Dept to share employee resources. Street Dept is now sending up a part time employee to help with landscaping. Street Dept is now taking care of the Pioneer Cemetery. The Street Sweeper will also go through the cemetery. No action taken

7. Discussion/Recommendations on landscaping. Pres Read said he has had several complaints regarding the landscaping and it is the Cemetery's responsibility to up keep it. Comptroller Pollitt stated the Cemetery had a landscaping budget. Suggested to work with Lance regarding what is needed. Also suggested we may be able to piggyback on the City's contract for trees. Reminder given the need to follow the City's purchasing policy for anything over \$500. No action taken

8. Discussion/Recommendation on Road Maintenance. Currently no major issues. Pres Read will come back with recommendations. No action taken.

9. Discussion/Recommendations on Equipment additions and Repairs. Pres Read stated that Lance would like to purchase an enclosure for the tractor. Discussion on equipment line item in the budget. Pollitt stated the Cemetery reserve is \$112,000 and the cost of the enclosure could come from that account. Another option would be to use extra money from other line items for enclosure and transfer money only if needed. Motion Kordus

to go out for bid on enclosure. Sec by Read. Amendment made by Kordus not to exceed \$6,000. Seconded by Read. Carries 5-0. Original motion carries 5-0.

10. Date and agenda for next meeting. After discussion that a budget meeting needs to be before the regular meeting date if 4th Wed in October. Comptroller Pollitt will present a budget for our review. Decided on Oct 7, 2015 with discussion on the budget, update on Pontem software, Edward Jones financial report, and the Cemetery walk with Commission doing the walk. Also noted a no weapons sign needed to be placed on the door of Cemetery Office.

Adjournment: Motion made by Kordus, seconded by Read at 4:48pm. Carried 5-0.

These are not official minutes until approved by the Cemetery Commission.

Minutes by Teresa Klein.