

OAK HILL CEMETERY COMMISSION MEETING

WEDNESDAY, OCT. 22, 2014-4pm

CITY HALL ROOM 2A

1. Chairman Clarence Reed called meeting to order at 4:01pm
2. Roll Call: Present: Bob Kordus, Coryn Commare, Arleen Krohn, Teresa Klein, Clarence Reed. Also present: Administrator Jordan, 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. None.
4. Approval of Cemetery Commission meeting minutes for Oct 8, 2014. Motioned made by Kordus, seconded by Commare. Carried unanimously.
5. Discussion on software program for Oak Hill Cemetery. Administrator Jordan addressed the cost differences of the software bids. After reviewing the initial bids there was some concern that the lowest bid may actually cost more to use. Also concern was noted about correlating all markings in the cemetery. With the lowest bid, the cost of having GAI Engineering locating the GIS Points would need to be added into the total cost. Motion by Read/Kordus for Administrator Jordan to continue researching Bids and to call an extra meeting, if necessary. Motion carried 5-0
6. Item 6 was determined to have been discussed at the previous meeting and no additional action was necessary.
7. A discussion of the Cemetery Fee Schedule stated that the fees had not been raised since 2011. Comptroller Pollitt had a cost comparison chart that showed the neighboring cemeteries and the corresponding fees for burials, niches, cremation graves. It was noted that a Baby grave is any child under 1 year of age. After reviewing the comparison worksheet, a motion was made by Kordus, second by Commare to raise weekday openings by \$50 across the board. Motion carried 5-0.

Kordus motioned to raise the Niche fee to \$1,000-\$1,200, raise the Frost Fee to \$75, raise the Stakeout Fee to \$50 and the Perpetual Care amount to \$200. Seconded by Commare, Motion carried 5-0
8. It was discussed to increase the Cemetery Equipment Outlay Fund to \$26,000 for Cemetery Equipment. Motion by Read, Second by Kordus, Motion carried 5-0

Date set for Jan. 21, 2015 at 4pm.

Adjournment: Motion made by Kordus, seconded by Commare at 4:46pm.

Minutes by Teresa Klein

Minutes are not official until approved by Oak Hill Cemetery Commission