

OAK HILL CEMETERY COMMISSION MEETING MINUTES
WEDNESDAY, OCT. 8, 2014 – 4:00PM
CITY HALL ROOM 2A

Chairman Clarence Reed called meeting to order at 4:01pm

Roll Call: Present: Bob Kordus, Coryn Commare, Arleen Krohn, Teresa Klein, Clarence Reed. Also present Administrator Jordan, Comptroller Pollitt

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.

Discussion on Cemetery Commission meeting minutes for 5/21, 6/25 and 7/16, 2014.

Motion by Kordus, second by Commare. Carried unanimously.

Discussion on software program for Oak Hill Cemetery.

Motion to keep bids open by Kordus, seconded by Klein. Carried 5-0

Discussion on purchasing a mini excavator.

Administrator Jordan stated that the current company, Down to Earth, may not always be available to dig graves in the future. A used mini-excavator would cost \$12,000 to \$15,000. Cemetery reserve and new borrowing could fund purchase. Administrator Jordan will report back any additional information as it becomes available.

Discussion on future Cemetery walks.

Kordus made a motion that only non-profit organizations be allowed to hold fundraising events in the Cemetery. Suggested 20% of gross proceeds be donated back to the Cemetery for these events. Krohn seconded motion. Carried 5-0

Discussion on the sale of the surplus equipment.

Items will be placed on Wisconsin Surplus action and sold to highest bidder. Motion made by Reed, second by Kordus to sell items. Carried 5-0

Discussion on 2015 Cemetery Budget.

Comptroller Pollitt reported on the migration of the Cemetery accounts into the City accounting system. As a result some accounts have been combined or split. Will bring finalized budget to be approved at next meeting.

Committee discussed items for next meeting to include finalized budget and software programs. Date set for Oct. 22, 2014 at 4:00pm.

Adjournment: Motion made by Kordus, seconded by Commare at 4:41pm.

/s/ Teresa Klein, Acting Deputy Clerk/Treasurer

These are not official minutes until approved by the Common Council.