

**OAK HILL CEMETERY BOARD MINUTES
WEDNESDAY, JANUARY 13, 2016 – 4:00 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Read at 4:00 p.m.

Roll Call. Present: Clarence Read, Arleen Krohn, Coryn Commare, Alderman Bob Kordus. Absent: Teresa Klein.
Also Present: City Administrator Oborn.

Comments from the public limited to 5 minutes. None.

Kordus/Krohn motion to approve Cemetery Board minutes for October 7, 2015, as prepared and distributed.
Carried unanimously.

Discussion/Recommendation on equipment purchases

City Administrator Oborn explained the Assistant Director of Public Works would like to purchase a mower, buggy blower and pickup truck. Capital would be tapped out for the software. A budget revision to use the fund balance could be done if they would like to proceed.

Read/Kordus motion to recommend staff go to Council for budget authority to purchase the mower and vehicle with buggy considered a part of the mower. Unanimously carried.

Commare/Kordus motion to approve new lock and key system

The cemetery has always been on a separate key system. This would tie them into the City's system with Public Works as there are times where they need to cover for cemetery employees. If a key is lost, the tumbler can be changed and new keys are made. The whole system does not need to be redone. Alderman Kordus feels this makes sense otherwise people have to carry multiple keys or do not have access without someone letting them in. Carried unanimously.

Discussion/Recommendation on software

The board already approved the engineering fees and to get the system running. A quote was received for the data entry. A company would do all of that but we would have to do the update. The online system is another charge that was not approved and comes with a maintenance fee. The goal was to incorporate that as well but it can be a third step. Ms. Commare asked how flexible the annual support is. Mr. Oborn said it is in the first year but there is a potential it could escalate. If it gets too unreasonable, we can shop around elsewhere. Mr. Kordus added the maintenance could be dropped all together if that is the issue. Once all the information is electronically stored, it becomes a bit more flexible. Mr. Oborn would have to go to Council for approval on the data entry. The first three items will replace the current paper files. The fourth item will put the information online. Mr. Kordus said that piece could be phased in later.

Read/Kordus motion to put the online burial search on hold and move forward with the rest. Unanimously carried.

Discussion/Recommendation on road repairs

Mr. Oborn said the cemetery is being integrated into the system with funding from the same source.

Discussion/Recommendation on Spring Walk at Oak Hill Cemetery

The walk will be held on May 14th. The revenue will go into the cemetery fund. Discussion followed with the consensus that people will walk in the cemetery rather than being driven. The board will brainstorm ideas without a quorum and meet back to discuss.

Date and agenda items for next meeting set on April 13, 2016

Adjournment. Read/Kordus motion to adjourn at 4:33 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD