

**OAK HILL CEMETERY BOARD MINUTES
WEDNESDAY, APRIL 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 and Mayor Elect Kupsik

Comments from the public limited to 5 minutes - None

Kordus/Krohn motion to approve Cemetery Board minutes for January 13, 2016, as prepared and distributed. Motion carried 4 to 0.

Update/Recommendation on software program for Oak Hill Cemetery

Administrator Oborn gave a brief update of what has already been approved by council and where payment status was at for software, data entry and Kapur services. He clarified that the installation has not happen yet. The GIS portion of the project has to be completed first, then the software and then data entry. He will continue with updates as they are available.

Discussion/Recommendation on Cemetery Equipment Replacement Plan

Administrator Oborn stated that the council would like to know why the Cemetery Board does not plan for equipment like we do for other equipment items. And so it makes sense to add the Cemetery into the Equipment Replacement Fund along with the other General Fund items. Oborn gave a brief overview of how the amortization schedule would work and how it could save the City money and prevent the need for borrowing money. He also confirmed that this recommendation will be going to Public Works tomorrow, April 14, 2016.

Kordus/Commare motion to accept the equipment amortization schedule presented. Motion carried 4 to 0.

Discussion/Recommendation on Spring Walk at Oak Hill Cemetery

Commare gave a brief overview of the research she has done in regards to what the Historical Society has done in the past. Read suggested John Nokes as a good tour guide who has good historic knowledge of the area and cemeteries. Cost for Historical Society tours is \$5 for members and \$10 for non members. There was agreement that cost should be minimal first year and perhaps even be just a donation. Marketing ideas centered around running ads in the paper for 4-5 weeks, posting on the city website and maybe a few key flyer placements. It was also suggested to give some sort of notification of the new online system for the cemetery. If this moves to the Fall that will give more time to prepare; and the new software data entry may be done which would allow for the old historic books to be available to view on the Walk.

Date and Agenda items for next meeting

Next meeting will be at 4:00 pm Wednesday May 11, 2016 at the cemetery.
An appointment for the vacancy of Teresa Klein will be made by Mayor Elect Kupsik.

Adjournment

Kordus/Read motion to adjourn at 4:13 pm. Motion carried 4 to 0.

/s/ Jackie Gregoles, Building & Zoning Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD