

**OAK HILL CEMETERY BOARD MINUTES
WEDNESDAY, AUGUST 10, 2016 – 4:00 P.M.
CEMETERY BUILDING, 1101 CEMETERY RD, LAKE GENEVA**

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

Roll Call. Present: Clarence Read, Maureen Allenstein, Alderman Bob Kordus, Coryn Commare. Absent: Arleen Krohn. Also Present: City Administrator Oborn, James Davis, CJ Heise, Chris Brookes, Patrick and Mary Quinn, and Michael Rehberg

Comments from the public limited to 5 minutes. None.

Approve Cemetery Commission minutes from May 11, 2016 and July 13, 2016. Kordus/Read motion to approve. Unanimously carried.

Kordus/Read motion to recommend approve of budget for Kapur to complete GIS in the amount of \$10,000. Administrator Oborn gave an update on the data cemetery software program. Kapur (GIS/Engineer), Pontem (Data Manager) and WebCemetery (Data Entry) are the three firms involved in the project. Pontem and WebCemetery have advised that Kapur needs to create a reference number. This was not noted by Pontem or WebCemetery in the original scope of work. Alderman Kordus thinks this is a big miss by two data firms and that they should take some responsibility. Administrator Oborn will try to negotiate with Pontem and WebCemetery for some adjustment in owed cost to cover Kapur work. Unanimously carried.

Read/Kordus motion approval of new Cemetery Office HVAC not to exceed \$6,000. Cemetery office HVAC system needs to be replaced. Administrator Oborn is currently working on getting bids. Unanimously carried.

Discussion/Recommendation on Fall Walk at Oak Hill Cemetery on October 8, 2016. This was not discussed during general Cemetery Board meeting session.

Date and Agenda items for next meeting. Next meeting is October 19, 2016, 4pm at City Hall.

Adjournment. Commare/Read motion to adjourn at 4:20pm. Unanimously carried.

The walk will be held on October, 8th from 11am-1pm. Any revenue will go towards cemetery beautification; contributions appreciated of \$5/person and \$10/family. Walk logistics were discussed. Advertisements will be made via radio, newspaper, flyers and websites. Parking will need to be in the North-west corner of the Cemetery. Plot pricing and information about Pontem system will be made available. Feature families determined and assigned to the volunteer docents. Docents in attendance: CJ Heise, John Notz, Michael Rehberg and Chris Brookes. Next Cemetery Walk planning meeting set for August 10, 4pm at Oak Hill office.

Date and agenda items for next Board meeting set for September 14, 2016, 4pm, City Hall.

Adjournment. Allenstein/Read motion to adjourn at 4:45 pm. Unanimously carried.

/s/ Coryn Commare, Secretary

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD