

**OAK HILL CEMETERY COMMISSION MINUTES
WEDNESDAY, OCTOBER 7, 2015 – 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 Kordus. Absent: Teresa Klein. Also Present: City Administrator Oborn, Comptroller Pollitt and Financial Advisor Sheila Broderick.

Comments from the public limited to 5 minutes. None.

Approval of Cemetery Commission minutes for July 29, 2015, as prepared and distributed.
Kordus/Krohn motion to approve. Unanimously carried.

Discussion/Recommendation on Spring Walk at Oak Hill Cemetery

Due to lack of timing, it was discussed to hold the walk in the spring. All members agreed on Saturday, May 14th as the plants will be in bloom and better weather.

Discussion/Recommendation on Grave Site Maintenance

Read motioned to use funds left over in the budget to reset some of the existing head stones. Alderman Kordus noted before a motion is made, they should analyze what is out there. Motion died due to lack of second. Mr. Kordus suggested putting this item on the agenda again for next month so they can get some more information

Investment update

Ms. Broderick provided a current accounting showing year to date the cemetery portfolio is down 1.9%. This is ahead of the market.

Discussion/Recommendation on 2016 Budget

Mr. Oborn presented the cemetery budget for 2016. There was brief discussion on the various line items and projects for 2016.

Software Update

Mr. Oborn gave an update on the progress that has been made with the new software project. Kordus/Read motion that if the quote is under \$25,000, to proceed with Pontem and Cemeteries.com and move forward to Council for approval. Motion carried unanimously.

Discussion/Recommendation on New Grave Fee

Comptroller Pollitt explained there are cremation graves available that are too small to fit a casket. They are large enough to bury two cremations. Kordus/Commare motion to add a double cremation grave fee of \$500 to the fee schedule. Carried unanimously.

Date and agenda items for next meeting

The next meeting will be held January 13th, 2016 at City Hall.

Adjournment

Kordus/Krohn motion to adjourn at 4:57 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY COMMISSION