Cemetery Board Meeting Minutes
Tuesday, February 11, 2020 @ 3:00 PM
Public Works Facility, 2439 County Rd A, Stoughton, WI 53589

Members Present: Jean Lamers, Ron Wick and Dave Kalland, Public Works Director Brett Hebert

Absent & Excused:

Staff: Street Supervisor John Halverson, Finance Director Jamin Friedl and Administrative Asst. Vickie Erdahl

Guest:

Call to Order: Meeting called to order by Hebert @ 3:05 PM

1. **Communications:** *Hebert* thanked *Wick* for all his work on updating the cemetery software in preparation of moving the information to the cloud (an interactive mapping system)on the web. Currently the city is using the CIMS Light Program. When the conversion is possible, the cost of the Cloud will increase program maintenance fees by $200 yearly.

2. **Approve January 31, 2019 Meeting Minutes:** Motion by *Kalland* seconded by *Lamers* to approve the minutes. Motion carried 3-0.

3. **Update on Signs for the Cemetery:** *Hebert* stated the signs had been delivered and the Rules/Regulation sign was installed. The section signs will be installed in the spring. *Hebert* is considering updating the street name signs in the cemetery to match the new signs.

New Business:

4. **Discussion and Possible Action Regarding Cemetery Fee Adjustment:** *Hebert* stated that Meitners Land Service had notified the city of their fee increases for full burial of $15.00 and cremations - $10.00 per opening effective January 1, 2020. All other fees remained the same. The city will increase the set fees accordingly:
   Full Burials:
   Monday – Friday @ $540 to $555, Saturday @ $640 to $655 and Sundays, Holidays and after 5:00 pm @ $740 to $755.
   Cremations:
   Monday thru Friday @ $280 to $290, Saturday @ $380 to $390 and Sundays, Holidays and after 5:00 pm @ $480 to $490.

   Motion by Kalland, seconded by Lamers to accept the fee increases respectively from Meitners and increase the city fees by these same amounts and forward the motion to the Public Works Committee. Motion carried: 3-0

5. **Discussion and Possible Action Regarding Hamacher Lawn Care Maintenance Contract:** *Hebert* received notification from Hamacher Lawn Care Services to formally request a contract extension for lawn maintenance at Riverside and Wheeler Prairie Cemeteries in Stoughton. The current contract, in the amount of $19,000/year, {April thru November} ends in April of 2020. The newly purposed three-year contract would be from April 2020 to April 2023 and would remain at $19,000/yearly {April thru November} Hamacher has been handling the lawn care services for the past six years at the same rate and has done a great job.

   Motion by Kalland, seconded by Wick to accept the new three-year contract from Hamacher Lawn Care Services in the amount of $19,000 per year to maintain Riverside

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and Wheeler Prairie Cemeteries and forward the motion to the Public Works Committee then. Motion carried 3-0.

6. **<u>Future Agenda Items:</u>** None at this time.

Moved by Lamers seconded by Kalland to adjourn meeting at 3:33 pm. Carried 3-0.

Respectfully submitted by Vickie Erdahl, staff member 2/13/2020

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