

CEMETERY COMMITTEE MEETING

October 27, 2016

Brillion City Hall Conference Room

4:00 PM

CALL TO ORDER: Carrie Wenzel called the meeting to order at 4:00 PM.

ROLL CALL: Present were Alderperson Carrie Wenzel, Linda Deiter, and Mary Levash. Also present were Jerome Popp, Mayor Gary Deiter, and Deputy Clerk-Treasurer Joy Buboltz. Absent were Karen Brick and Joan Holschuh.

GUESTS:

DPW Working Leadman Dennis Jandrey.

APPROVAL OF AGENDA:

Motion – Linda Deiter moved to approve the agenda as printed. Seconded by Levash. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – SEPTEMBER 15, 2015:

It was noted that the date for when the last rate increase for Cemetery rates was in 2006 not 2016.

Linda Deiter asked why more funds weren't placed in the Reserves in 2016. Wenzel stated the amount requested was denied due to budget cuts.

Motion – Linda Deiter moved to approve the minutes of September 15, 2015 with the change so noted. Seconded by Levash. Call vote taken. Motion carried unanimously.

CEMETERY MAINTENANCE CONTRACT:

Popp stated he would like to increase the hourly wage from \$10.00 per hour to \$12.00 per hour. He stated the rate for the cutting per cycle can remain the same at \$450 per cutting cycle.

Wenzel stated she would like to change the renewal date of the contract from April 1st to October 1st of each year.

Motion – Levash moved to recommend to City Council the Cemetery Maintenance Contract with the change of the hourly rate from \$10.00 per hour to \$12.00 per hour, the rate for each cutting cycle to remain at \$450, and to change the renewal date of the contract from April 1st to October 1st of each year. Seconded by Linda Deiter. Call vote taken. Motion carried unanimously.

2017 CEMETERY BUDGET:

Wenzel stated the proposed Reserve amount was removed from the 2017 Budget due to cuts. Buboltz stated the current balance in the Cemetery's Perpetual Care Account is \$58,623.34.

Motion – Wenzel moved approve the 2017 Cemetery Operating Budget as presented. Seconded by Linda Deiter. Motion carried.

COMMUNITY CEMETERY ROAD:

Jandrey explained the curb along the Cemetery roadway is in poor shape. Jandrey suggested to correctly repair that roadway is to install an 8" – 10" gravel base and not having a curb installed along the roadway. Without a curb line, the water may have a better chance in flowing away from the roadway.

Popp suggested narrowing the Cemetery roadway. Levash and Jandrey disagreed. Jandrey advised the Commission that the water drainage needs to be addressed.

Jandrey suggested installing a new base in the roadway (8" – 10" gravel base), a 2" asphalt overlay, and no curb being installed. It is also suggested placing a 2% crown on the road. Jandrey stated this proposal could cost \$25,000-\$30,000, with the DPW Staff doing some of the road work themselves.

Buboltz suggested options for payment of the proposed project. Levash suggested that City Administrator Gosz contact Glen Braun from Deer Run Golf Course to see how much he is willing to contribute to this roadway, since he offered to help pay for some of the costs of redoing this roadway. The Commission discussed how much the Commission would like to see Braun contribute to this roadway project.

Wenzel asked what can be done to the roadway this year to help with its appearance. Jandrey suggested installing gravel along the roadway this year, at a cost of \$800 - \$1,000. Jandrey suggested contacting Braun to see if he would allow the City to install a gradual swale from the City Cemetery to Black Creek. This swale could be installed by City Staff.

Jandrey also suggested chip sealing the roadway instead of blacktopping it, which would be much cheaper.

Motion – Wenzel moved to have DPW Staff install a gravel base along the Cemetery roadway, with a cost between \$800 - \$1,000. Seconded by Linda Deiter. Call vote taken. Motion carried unanimously.

SEXTON REPORT:

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

The next Cemetery Commission meeting will be held on Thursday, November 17th at 4:00 PM.

ADJOURNMENT:

Motion – Linda Deiter moved to adjourn. Seconded by Levash. Call vote. Motion carried. The meeting adjourned at 4:50 PM.

Joy L. Buboltz, Deputy Clerk/Treasurer
Acting Secretary