

FOX HALL/CEMETERY MEETING
6:30 p.m., MONDAY, OCT. 23, 2023
City Hall

Livestream link:

<https://boxcast.tv/view/fox-hall--cemetery-board-oujectr0gfangigsw5il>

1. Approve the agenda
2. Approve the minutes of the regular meeting July 31, 2023, and of the special meeting Sept. 20, 2023
3. Fox Hall financial update – attached
4. Report on Fox Hall rentals
January – 11
February – 12
March – 16
April – 15
May – 14
June – 20*
July – 16
August – 17
September – 9 (**11) – One of these rentals was a four-day garage sale event
October – 18
November – 16 (one rental is a two-day rental for a wedding)
December - 14
*Council waived the rental cost for the Summer Blessings meal program.
Those dates are included in the number of “rentals” for that month.
** Number of rentals reported at last meeting vs what the month ended at
5. Scheduled visitors - none

New Business

6. None

Old Business

7. Robot vacuum cleaner – purchased and should have been delivered last week

8. Cemetery fence – will take 4-6 weeks for installation
9. Old cemetery wall – Public Works should begin to work to remove of the old pillar/entrance monument this week
10. Display case – waiting on its construction from the contractor
11. Facilities coordinator – this job description is currently being developed by City Council
12. Purchasing Policy – Fox Hall/Cemetery Board follows the City's Purchasing Policy –
13. Cleaning – City Staff is developing a RFP for cleaning services for multiple city facilities – this will go before the Council at its Nov. 6 meeting

Adjournment

Next scheduled meeting is at 6:30 p.m. Feb. 26, 2024.

Fox Hall/Cemetery Board Meeting Minutes

July 31, 2023

5pm

Those in attendance included board members: Mis Brummel, George Karnaze, Dennis DeShazer (remote attendance), Marica Cook and Debbie Landau

City Staff: Jean Carder and Nathan Law

Mayor Donna Cook

Mis Brummel moved, and George Karnaze seconded, to approve the agenda for the meeting. Motion carried 4-0 (Marcia Cook was not in attendance for this vote)

Mis Brummel moved, and Debbie Landau seconded, to approve the minutes of the regular meeting on May 30, 2023 and of the special meeting on July 12, 2023. Motion carried 4-0 (Marcia Cook was not in attendance for this vote)

Financial update:

A financial update was provided by City Staff, however, there were questions about the report. Clarification will be provided at the next regular meeting.

Fox Hall rental report:

January – 11 rentals

June – 20 rentals

February – 12 rentals

July – 16 rentals

March – 16 rentals

August – 17 rentals

April – 15 rentals

September – 11 rentals

May – 14 rentals

October – 11 rentals

Scheduled visitors: none

New Business:

Alex from All Funeral Services joined the meeting virtually to present the company's services for digitalization of funeral records and online burial plot sales. Information on their services and the cost was included with the agenda packet. The cost to digitalize the current records is about \$12,500. They charge 3.9% on sale transactions for cemetery plots. The company provides multi-year financing. The project could begin right away and would take about two months. After discussing, the board asked that City Staff obtain quotes from other companies that provide similar services.

The board discussed setting a reoccurring meeting date that is different than the current fifth Monday date. Mayor Cook would like the date for Fox Hall/Cemetery Board meetings to be scheduled so that it can be posted on the website. George Karnaze made a motion to hold Fox Hall/Cemetery Board meetings on the fourth Monday in February, April, July and October. Debbie seconded, and the motion passed 5-0. Marcia Cook made a motion to hold the meetings at 6:30pm. Mis Brummel seconded, and the motion passed 5-0.

The board discussed the need to hire a cleaning person or company to deep clean Fox Hall twice a year. A list of the duties was included with the agenda packet. Currently Councilmember Ellison has volunteered to do the inspections/light cleaning after each rental. City Council has discussed adding a Facilities Manager to the staff. This person could potentially take over the inspection/light cleaning position. It was decided to have City Staff obtain bids for a deep cleaning twice a year at Fox Hall.

Old Business:

The board revisited the purchasing of a commercial floor scrubber to be used at Fox Hall. City Staff had provided bids for a Tornado brand scrubber. The cost was \$5600-\$6800 depending on the machine level. Dennis DeShazer provided costs for machines purchased online from \$1995-\$2998. The Roomba vacuum/wet mop was discussed. The robot vacuum can

be purchased for under \$1000 and would clean the floor on a schedule. The manufacturer of the flooring at Fox Hall would need to be consulted to make sure the Roomba would not damage the floor. George Karnaze made a motion to recommend to City Council the purchase of a Roomba vacuum/wet mop provided that it is safe to use on the floor at Fox Hall and the cost would be up to \$1000. Dennis DeShazer seconded, and the motion passed 5-0.

City Staff provided information and cost of relocating the black decorative fence at the entrance of the cemetery to the west side to provide a barrier between the cemetery and the commercial area to the west. Additional fencing would need to be purchased as well as new fence posts, brackets and finials. The bid from Guier Fence Company is \$13,940. City Staff would provide the labor to relocate and install the fence on the west side. Dennis DeShazer made a motion to recommend to City Council to move forward with the project and the bid from Guier Fence Company. Mis Brummel seconded, and the motion passed 5-0.

Discussion regarding the construction of the proposed low rock wall along the entrance to the cemetery was tabled until the next meeting. A special meeting will possibly be called to resolve this item more quickly.

At 7:12pm, Marcia Cook made a motion to adjourn. George Karnaze seconded, and the motion passed 5-0.

The next regular meeting is October 23, 2023 at 6:30pm

Submitted by Debbie Landau

Cemetery Board Special Call Meeting Minutes
September 20, 2023
5pm

Those in attendance included board members: George Karnaze, Dennis DeShazer, Debbie Landau and Marcia Cook
City Staff: Nathan Law
City Council: Scott Margrave
Mayor Donna Cook

The Cemetery Board met to continue discussion regarding the fence along the south side of the cemetery and along the west side between the cemetery and the businesses on the west side. Information and bids were included in the meeting packet.

Marcia Cook made a motion to recommend to City Council to accept the Guier Fence bid for \$28,260, for a three foot fence along the south side of the cemetery and a six foot fence along the west side that will be installed between the existing trees. Per the bid, Guier will remove the existing fence on the south side of the cemetery. Dennis DeShazer seconded the motion, and the motion passed 4-0.

It was decided to table the decision for the stone pillars to display the Perdue plaque until City Council has made a decision on the fence. Options will be discussed at the next regular meeting.

At 6pm, Marcia Cook made a motion to adjourn. George Karnaze seconded, and the motion passed 4-0

The next regular meeting is scheduled for Monday, October 23, 2023, at 6:30pm

Submitted by Debbie Landau

TRIAL BALANCE
CALENDAR 9/2023, FISCAL 9/2023

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL	
041-000-1007	CHECKING - FOX HALL	681.84	12,212.40	
041-000-1008	SAVINGS - FOX HALL	7.03	34,209.13	
041-002-2115	CUSTOMER DEPOSITS	375.00-	1,925.00-	
041-002-2900	FUND BALANCE		41,143.28-	
		=====	=====	
	DIFFERENCE	313.87	3,353.25	
		=====	=====	
041-100-3583	RENTAL	1,180.00-	7,675.00-	Revenues
041-100-3611	INTEREST ON FUNDS	7.03-	63.90-	
041-100-3805	REIMBURSEMENT	50.00-	500.00-	
041-101-5428	BUILDING MAINTENANCE	110.00	626.00	Expenditures
041-101-6001	UTILITIES	179.65	1,673.40	
041-101-6002	ELECTRICITY	357.43	1,777.49	
041-101-6103	GENERAL SUPPLIES	276.08	735.44	
041-101-6201	OFFICE SUPPLIES		73.32	
		=====	=====	
	DIFFERENCE	313.87-	3,353.25-	
		=====	=====	
		=====	=====	
	PROOF	=====	=====	