

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