

CITY OF NEW LONDON
MINUTES OF CEMETERY COMMITTEE MEETING
Thursday, February 13, 2020 @ 6:00 p.m.

Members Present: Brian Strey, Rob Way, Mike Pinch

Members Absent:

Others Present: Dave Morack, Chad Hoerth, John Faucher, Missy Kempen,
Kent Rusch, (Jaimie Walbruch, Craig and Tracy Hoffman - Tony's Cemetery Service)

Chairman Strey called the meeting to order at 6:02 p.m.; Motion by Way seconded by Pinch to approve the original agenda. *Motion carried by all*

Directors Memo: Nothing New to add.

Discussion of Contract: Two Sample contracts, the bid document, and one sample specification sheet were used to come up with a contract to be presented to Earl Luaders for approval to award the bid by Tony's Cemetery Service. Items to be presented to Earl include the original bid, a sample contract with corrected dates. Items C, D, & E from the sample spec sheet. A 3" grass cut height specification was decided upon. The representative for discrepancies will be the Cemetery Committee Secretary. Also discussed was whether the signing of the contract needed to be Notorized. *No motion was made on this item.*

Discussion of Record Keeping: It was decided that the record keeping will be done at the cemetery building by Tony's Cemetery Service and also at City Hall by Missy Kempen. The computer at the cemetery building will be removed during the winter months and the building will be winterized to save money. Missy will change the phone system to allow for customers to be directed to either Tony's Cemetery Service or City Hall depending on the nature of their inquiry. The city's website should also be changed accordingly. *No motion was made on this item.*

Next month's agenda items: The next meeting will be held February 27^h at 6 PM at City Hall. The purpose of this meeting will be to award the new contract to Tony's Cemetery Services. Other items to discuss include selling of extra cemetery equipment, Burial fee rates, and Cemetery Committee duties. There being no further business a motion was made by Pinch and seconded by Way to adjourn the meeting at 7:00 p.m. *Motion carried by all.*

Brian Strey: Cemetery Committee Chair