

**City of Algoma Cemetery Commission meeting December 20<sup>th</sup> 2013 @ 8:00 in City Hall.**

**Meeting was called to order @ 8:00 am by Chairman Lee Dachelet**

**Roll Call: Kevin Schmidt, Jeff Wiswell, Lee Dachelet**

**Also Present: Wendell Wilke, Wayne Raether, Lee Erichson, Jason & Jackie Wiese.**

**The meeting was in compliance with open meeting law.**

**Motion was made by Kevin Schmidt to approve the November 26<sup>th</sup> meeting and 2<sup>nd</sup> by Lee Dachelet.**

**No Public Comments.**

**No Financial Report.**

**Superintendent Report: Wendell Wilke discussed prior repairs mention at the November meeting. Chairmen advised the he had spoken to Algoma Utilities and Public Works superintendent and it will be taken care of when weather permits.**

**Wendel passed on to Wayne Reather to fill us in on the bagger system. Wayne had advised us the system was installed and will have to wait until spring to see it in action. Note: They did get the \$1200.00 system.**

**Discussion on other items with the cemetery will work on during the winter months.**

**Old Business: Jeff Wiswell and Chairman Lee Dachelet will be working on updating the Rules & Regulation pamphlet there were some wrong notes and info found by several personnel.**

**New Business: Discussion on job description. Administrator and chairmen will work on updating and compiling a new job description for the cemetery worker's and the contracted grave digger.**

**It was brought to our attention the we need to update the tenants / renters info/books.**

**Also Plot maps. Check with Michelle on looking in the Excel system.**

**Alderman Schmidt asked to see if there is a possibility of getting a pickup truck from either the Street Dept or Parks when they update with newer trucks.**

**Chairman Dachelet informed the commission he was going to see about possibility of veteran's organizations to donate toward upgrading or adding flag poles in the cemetery. Some units are in tuff shape. He will follow up at the February meeting.**

**Motion to adjourn by Kevin Schmidt 2<sup>nd</sup>ed by Jeff Wiswell.**

**Meeting adjourned 8:40 am.**