



# CEMETERY BOARD

## SPECIAL MEETING MINUTES

AUGUST 15, 2019

8:00 AM

The meeting was called to order by Mayor Joel B. Day. Present were members Mark Wideman, Tim Halter, Service Director Ron McAbier, Rich Geib, Dave Frantz and Superintendent Kelly Herron. Excused was Jim Exley. Guests were Councilwoman, Aimee May and Brian Stull of Diversified Engineering.

Minutes from the July meeting and the August 2 meeting were approved on a motion by Ron McAbier and seconded by Tim Halter. Motion passed unanimously.

**SUPERINTENDENT'S REPORT:** Mr. Herron introduced Brian Stull from Diversified Engineering to explain his design for the office building and/or garage to be built on the new cemetery land on Delaware Drive S.E. Discussion followed on construction of a 900 sq. ft. office building, Mr. Stull's thoughts on the idea of including a basement with poured outside walls and an outside stairwell. He projected the additional cost to be about \$80,000. (Based on \$85-90 per square foot) It was decided for the extra cost, it would be better to start the garage building by erecting a two bay metal sided building with an approximate height of 16' with 12' height doors and an employee restroom and break room. The board also instructed Mr. Stull to design the garage for future expansion. Based on the discussion, he estimated of cost per square foot of the garage would be \$65-75. The board asked that he return to its September meeting with more accurate cost estimates and a draft of plans for a 30 x 30 office building and a 2 bay garage (30 x 42 square feet). Stull added that he would add a 10% contingency to the estimate cost to cover permit fees and any additional engineering costs.

Once the board approved the design and estimate, he recommended that the City wait until after the first of the year to bid the project because more contractors may compete for it. Construction would then begin in the spring of 2020.

Meeting adjourned at 9:03 a.m. on a motion from Ron McAbier.

Mary Ann Otte  
Administrative Assistant