

# **Oakland Cemetery**

## **Manager Report**

### **December 2015**

- With the warm weather and dry month we were able to mulch the leaves throughout the cemetery.
- This time of year the Interment records are being entered into the software again.
- Forestry Department took care of the tree that fell across the creek on the Milan road side and also grinded stumps.
- Chapel walls were painted with a primer where the bees are at.
- Stakes were placed out around open grave spaces to find during the winter months.
- Tree limbs are being picked up weekly.

Respectfully Submitted

Dan Hedberg

Dec. 2015

DESCRIPTION	2015 MTD	2015 YTD
<b>Funerals Serviced</b>	7	124
Markers/Monuments Moved	8	330
Headstones Leveled	0	150
<b>Burials Purchased</b>	4	93
<b>Burials that are Cremains</b>	5	35
Foundations Installed	2	80
Refilling Graves	0	111
Dis-interments	0	0
Trees Planted	0	15
Funeral Services in Chapel	6	74
<b>FUEL</b>		<b>YTD</b>
Unleaded	33	1448
Diesel	63	681
<b>TOTAL GALLONS</b>	96	2129
<b>DESCRIPTION</b>	<b>HOURS</b>	<b>YTD</b>
Funerals	22.75	506
Foundations & Headstone Work	2	322
Facility Maintenance:Office (House), Chapel & Shop	15.5	257.5
Leaf Work (Blowing, Mulching & Picking Up)	182	536
Snow Work (Shoveling, Plowing & Salting)	0	213.5
Equipment Maintenance	15.5	208.5
Grave Maintenance (Tamping, Refilling, Seeding)	0	190
Mowing	2	2366
Whipping	0	1241.75
Trash & Spring & Fall Clean Up	0	118
Care Pots & Urns	0	299.75
Working out of the cemetery	0	35
Landscape Maintenance	48	554.75
Misc. Duties & Special Projects	18	203.5
Tree Trimming or Planting	0	99.25
<b>TOTAL HOURS</b>	305.75	7151.5
<b>TIME OFF HOURS</b>	<b>HOURS</b>	<b>YTD</b>
Vacation	8	236.25
Sick	0	29.75
Comp time used	0	3.5
Holiday	40	192
Workers Comp	2	4
<b>TOTAL TIME OFF</b>	50	465.5
Administration & Office Work	143	1140.75
<b>Total Combined Hours</b>	<b>448.75</b>	<b>8292.25</b>