

February 26, 2024

Ashley Oliphant, Administrator  
City of Richland Center, Wisconsin  
450 South Main Street  
Richland Center, WI 53581

Administrator Oliphant:

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) is pleased to submit our proposal for Geographic Information Systems (GIS) mapping of the Richland Center and Bowen Cemeteries. For over 54 years, SWWRPC has been assisting communities develop tools to meet the needs of their citizens, and we would be proud to bring this experience to this Richland Center project.

### **About SWWRPC**

As a not-for-profit extension of local government, SWWRPC offers the communities we serve flexibility and accountability not found in other organizations. We answer to elected and appointed officials from our 5-county region and form and maintain close personal relationships with those we serve. We pride ourselves on finding unique and inventive means of project delivery that meet both the need and budgetary constraints of partner organizations.

### **Scope of Work**

The scope of work outlined below is inclusive of all elements required to establish an on-line GIS system for the Richland Center's cemeteries. Once complete, anyone will be able to search the cemetery database to locate a deceased family member or friend and find the exact location of their gravestone. This has proven to be beneficial for not only those searching, but any local organization such as the American Legion who can search cemetery information for individuals with veteran status. Your organization will have all the information needed to manage and maintain these lands, including lot ownership, name of deceased, vacant lots, and an interactive map showing all of this information.

We have previously implemented these systems and found multiple benefits to the communities who adopt them, including improved record keeping, more effective storage of institutional knowledge and information, reduction of the burden on local communities who maintain cemetery records, and a greater facilitation of genealogical research. These benefits provide substantial service to the communities and result in a savings in staff and labor time as well.

### **Fee Schedule**

We've taken great effort in laying out a plan to deliver these services in a way that is efficient and inclusive of your budgetary concerns. GIS Coordinator Jaclyn Essandoh and GIS Planner Austin Coppernoll will oversee all work on the project, including training and management of any city staff working on the data entry for field data collection portions of the project.

Fee schedule – Thanks to the previous and on-going data entry efforts of your city staff, we can build this database and mapping application, including training local staff on the maintenance of the final project, for a total cost of \$15,000.

Schedule

- Project Start – Spring, 2024
- Project Completion – December 31, 2024 or sooner

**Maintenance:**

During each quarter, city staff will enter data related to new burials or grave site sales into an Excel spreadsheet, forward the information to SWWRPC staff quarterly who will then update the GIS system. Alternatively, SWWRPC may train city staff on the direct entry of this data into the GIS platform if the city’s GIS licenses permit this.

The annual cost for maintenance will be \$1,000.00.

**References:**

We invite you to contact the following partners and clients as references for our other cemetery mapping projects.

- Lauree Aulik, City of Dodgeville Clerk/Treasurer
  - [clerk@dodgevillewi.gov](mailto:clerk@dodgevillewi.gov) / 608-930-2441
- Debi Heisner, City of Fennimore Clerk
  - [cityclerk@fennimore.com](mailto:cityclerk@fennimore.com) / 608-822-7271
- Susan Lindner, Village of Linden Clerk
  - [clerk@villageoflinden.com](mailto:clerk@villageoflinden.com) / 608-623-2800

Thank for your interest in this project, and for thinking of SWWRPC for your community’s needs. Please feel free to contact me at any time if you have questions regarding this proposal.

Sincerely,



Troy Maggied  
Executive Director  
Southwestern Wisconsin Regional Planning Commission