

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

**Agenda Item:** Richland Center Cemetery GIS Project Proposal

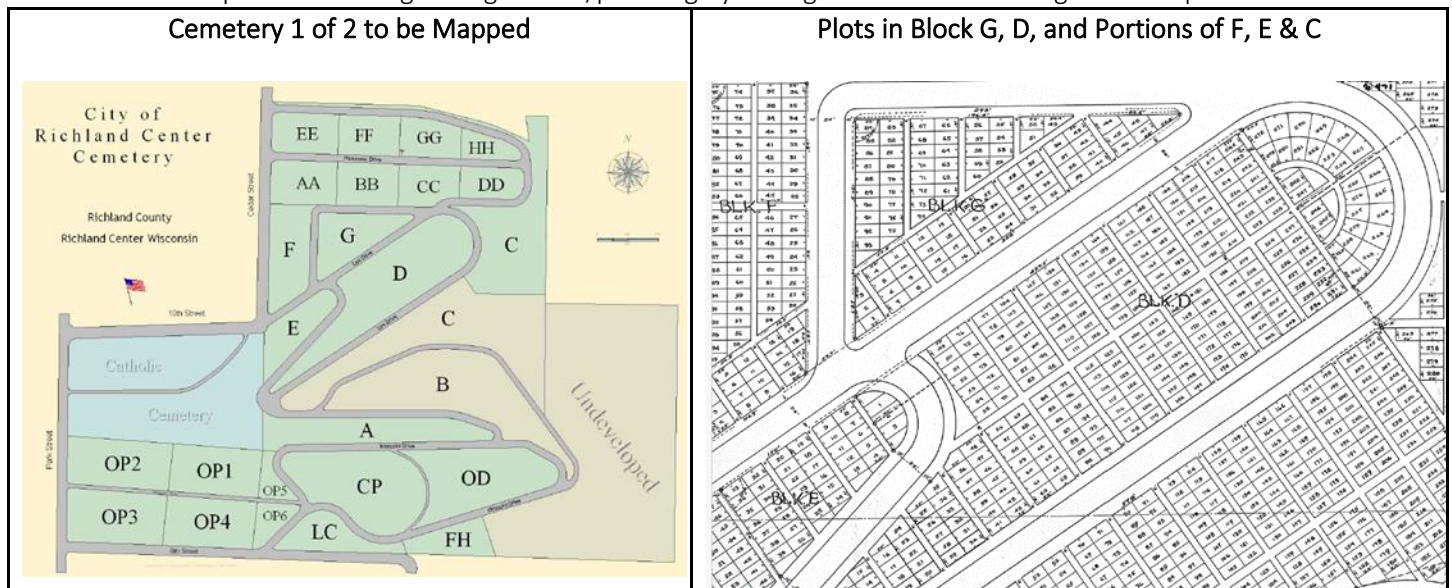
**Meeting Date:** Tuesday, March 5, 2024

**Requested by:** Ashley Oliphant

**Background:** The City of Richland Center operates two cemeteries – Bowen and Richland Center – with a combined total of over 9,500 sold/occupied lots. With such a vast number of lots, effective operations, record retention and data management are critical. In an effort to improve cemetery operations and public access to information, GIS mapping was explored. Much like with statewide parcel mapping, cemetery plot mapping is an effective way to capture and maintain data while simultaneously providing improved and convenient access to information internally and externally.

Objectives/Goals of Project:

- Record management – one location for all data and consistent data entry.
- Minimize impact of lost institutional knowledge.
- Information/data available to the public on demand 24/7/365.
- Simplify process for locating plots (incorporate GPS coordinates).
- Provide greater accuracy in lot identification (especially related to infill).
- Assist the public in finding the location of deceased loved ones and genealogical research.
- Assist the public in making arrangements/planning by having a visual tool showing available plots.



To move this project forward, Richland Center and Southwestern Wisconsin Regional Plan Commission (SWWRPC) personnel met to determine the scope of the project and review examples of previously completed cemetery GIS projects. [Dodgeville](#), [Fennimore](#), and [Linden](#) each worked with SWWRPC to develop a map with attributes like cemetery section, block and lot, veteran status, name of deceased, date of birth, spouse, date of death, obituary, etc.

**Financial Impact/Funding Source:** Not to exceed budgeted amount of \$15,000 in Pool 4 Outlay 10-6100-962. Ongoing annual support fee of \$1,000 to be incorporated into future budgets.

**Financial Policy:** This is a budgeted expense exempt from the RFP process as outlined below.

*Professional Services: As to legal, financial, engineering and consulting services, or any other service that may be considered complex or technical in nature: A request for proposals shall be used when the cost is expected to exceed \$20,000.00 in order to gain information from potential service providers.*

**Requested Action:** To authorize the Administrator to execute a contract with Southwestern Wisconsin Regional Planning Commission for the purpose of cemetery GIS Mapping services at a cost not to exceed \$15,000.

**Attachments:** SWWRPC Proposal