



*City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov*

**CEMETERY BOARD AMENDED AGENDA  
WEDNESDAY, AUGUST 20, 2025 - 4:00 PM  
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2C (UPPER LEVEL)**

**Members:**

Aldersperson Cathy Stoodley-President, Terry Krohn- Vice President, Ruth Ann Monico-Secretary, Rick Bailey, Aldersperson Linda Frame

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from June 18, 2025
5. Review of Monthly Financial Reports
6. Review of Staff Liaison Report
7. Introduction and Welcome - Parks Director David Winger
8. Discussion/Update regarding Wish List Projects
  - a. Chapel windows and roof
  - b. Purchase of a Kubota RUV
  - c. Purchase and install of cameras
9. Discussion/Recommendation regarding the Sexton cold storage shed
10. Discussion/Recommendation regarding Oak Hill Cemetery Transfer of Burial Rights from a Deceased Owner
11. Discussion regarding WAC conference in September 2025
12. Future Agenda Items
  - a. Review of Cemetery Rules
  - b. Accelerating delivery and funding of new columbarium due 2027
13. Adjournment

*A quorum of the Council may be present; however, no official Council action will be taken. Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance, so the appropriate accommodations can be made.*



Cemetery Board Minutes  
June 18, 2025  
City Hall Conference Room 2C  
Lake Geneva, WI 53147

Members Present: Chair Cathy Stoodley, Vice President Terry Krohn, Secretary Ruth Monico, new member Rick Bailey, Alderperson Linda Frame.

Also in attendance, Tom Earle, DPW and Bridgette Barry, from Kapur Engineering.

1. Meeting called to order at 4:01 pm.
2. Roll Call. All present. Rick Bailey was introduced as our new member on the Cemetery Board.
3. Comments from the public. Mr. Clifford has requested a discussion on placing a bench at the Family Gravesites in Oak Hill Cemetery. Motion made by Linda Frame and seconded by Terry Krohn to discuss Agenda #10 at this time. Motion passed 5-0.
10. Discussion followed as to where the bench would be positioned, the base of it and how it would be attached. Tom Earle suggested some ideas and the Cemetery Board approved. A motion was made by Linda Frame and seconded by Terry Krohn to approve a CUP for a concrete pad and bench per DPW regulations. Motion passed 5-0.
4. Approval of Cemetery Board minutes from May 21, 2025. Motion made by Linda Frame and seconded by Terry Krohn to approve the minutes, Passed 5-0.
5. Annual Election of Officers:
  - a. President, Cathy Stoodley. Motion made by Linda Frame and seconded by Terry Krohn to approve Cathy Stoodley for President. Motion passed 5-0.
  - b. Vice President, Terry Krohn, Motion made by Linda Frame and seconded by Ruth Monico to approve Terry Krohn as Vice President. Motion passed 5-0.
  - c. Secretary, Ruth Monico. Motion made by Linda Frame and seconded by Terry Krohn to approve Ruth Monico as secretary. Motion passed 5-0.
6. Review of City Ordinance pertaining to the Cemetery Board
7. Motion made by Linda Frame and seconded by Terry Krohn to accept the Monthly Financial Reports. Motion passed 5-0.
8. Review of Staff Liaison Report
9. Discussion to approve Kapur Task Order #40 Phase 1 Cemetery Roads/Drainage Improvements for \$51,852.00. Kapur will provide a report on the repaving of the cemetery roads. A map was provided that describes the roads to be paved, noting the green pathways. Capital improvements will cover the costs. Motion made by Linda Frame and seconded by Terry Krohn to approve Task Order #40. Motion passed 5-0.
10. Discussion/Recommendation regarding Clifford bench review took place after public comment.
11. Discussion to increase transfer fees due to the increased amount of time involved for research. Motion made by Linda Frame and seconded by Terry Krohn to research the transfer fee for Transfer form #2. Motion passed 5-0.
12. Pioneer Cemetery sign ordered and will be installed in the coming months.

13. Concerns regarding Oak Hill Cemetery: Discussion of the possibility of installing a FLOK camera at the entrance to the cemetery and the purchase of an additional storage shed for the DPW equipment.
14. Discussion regarding WAC Conference
15. Future agenda items: Pet Cemetery, Perpetual Funds, Cemetery Rules and Regulations
16. The meeting was adjourned at 5:45 pm.

Next meeting, Wednesday, August 20, 2025 at 4:00 pm.

Respectfully Submitted,  
Ruth Monico, Secretary.

**CITY OF LAKE GENEVA**  
BALANCE SHEET  
JUNE 30, 2025

**FUND 48 - CEMETERY FUND**

<u>ASSETS</u>			
48-00-00-11111	FUND CASH	242,930.23	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
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	TOTAL ASSETS		410,930.23
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<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
48-00-00-21700	ACCRUED WAGES PAYABLE	1,051.17	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
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	TOTAL LIABILITIES		169,051.17
<u>FUND EQUITY</u>			
48-00-00-34800	ASSIGNED FUND BALANCE	163,906.65	
	REVENUES OVER EXPENDITURES - YTD	77,972.41	
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	TOTAL FUND EQUITY		241,879.06
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	TOTAL LIABILITIES & EQUITY		410,930.23
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Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
<b>CEMETERY FUND</b>						
<b>CEMETERY FUND</b>						
<b>CEMETERY FUND</b>						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	.00	3,685.00	3,500.00	185.00-	105.29
48-00-00-46540	SALE OF GRAVES/NICHES	3,510.00	16,870.00	20,000.00	3,130.00	84.35
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	100.00	500.00	700.00	200.00	71.43
48-00-00-46560	BURIAL INTERMENTS	4,410.00	23,335.00	26,000.00	2,665.00	89.75
48-00-00-48110	INVESTMENT INCOME	.00	4,097.72	8,500.00	4,402.28	48.21
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	2,984.70	11,665.91	13,000.00	1,334.09	89.74
Total CEMETERY FUND:		11,004.70	228,153.63	239,700.00	11,546.37	95.18
<b>CEMETERY FUND</b>						
48-00-00-51200	CEM WAGES	15,576.66	66,860.34	135,437.00	68,576.66	49.37
48-00-00-51250	CEM OVERTIME	388.70	2,844.82	2,960.00	115.18	96.11
48-00-00-51260	CEM SEASONAL LABOR	2,801.36	6,076.67	16,584.00	10,507.33	36.64
48-00-00-51270	CEM ADMIN ASSISTANT	3,434.39	14,648.81	29,462.00	14,813.19	49.72
48-00-00-51340	CEM LIFE INSURANCE EXP	42.83	276.25	674.00	397.75	40.99
48-00-00-51345	CEM HEALTH INSURANCE	4,334.87	25,168.54	59,729.00	34,560.46	42.14
48-00-00-51350	CEM DENTAL INSURANCE	229.39	1,331.55	1,950.00	618.45	68.28
48-00-00-51355	CEM VISION INSURANCE	11.54	66.87	139.00	72.13	48.11
48-00-00-51360	CEM RETIREMENT EXPENSE	1,348.29	5,970.11	11,461.00	5,490.89	52.09
48-00-00-51370	CEM DISABILITY EXP	37.72	226.32	501.00	274.68	45.17
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,400.00	1,400.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	1,652.40	6,842.92	13,884.00	7,041.08	49.29
48-00-00-52210	CEM TELEPHONE EXP	32.28	487.69	1,250.00	762.31	39.02
48-00-00-52220	CEM ELECTRICITY EXP	129.71	1,284.30	2,200.00	915.70	58.38
48-00-00-52240	CEM GAS HEAT EXP	.00	951.13	2,400.00	1,448.87	39.63
48-00-00-52260	CEM WATER/SEWER EXP	.00	1,178.55	3,500.00	2,321.45	33.67
48-00-00-52400	CEM BUILDING REPAIRS	.00	2,621.24	15,000.00	12,378.76	17.47
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	.00	509.49	3,300.00	2,790.51	15.44
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	100.00	100.00	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	.00	4,000.00	4,000.00	.00
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	.00	2,350.00	2,350.00	.00
48-00-00-53200	CEM MEMBERSHIP DUES	.00	159.00	200.00	41.00	79.50
48-00-00-53320	CEM CONFERENCE	.00	.00	2,000.00	2,000.00	.00
48-00-00-53400	CEM OPERATING SUPPLIES	.00	2,039.20	1,900.00	139.20-	107.33
48-00-00-53410	CEM FUEL EXPENSE	93.36	2,696.72	6,000.00	3,303.28	44.95
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	.00	650.00	650.00	.00
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	.00	.00	3,750.00	3,750.00	.00
48-00-00-53600	CEM MAINT SERVICE EXP	.00	219.00	1,800.00	1,581.00	12.17
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	.00	5,000.00	5,000.00	.00
48-00-00-53990	CEM MISC EXP	.00	.00	1,750.00	1,750.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	.00	15,000.00	15,000.00	.00
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	700.00	2,000.00	1,300.00	35.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	3,750.00	3,750.00	7,000.00	3,250.00	53.57
Total CEMETERY FUND:		33,863.50	148,309.52	355,331.00	207,021.48	41.74
Total CEMETERY FUND:		44,868.20	376,463.15	595,031.00	218,567.85	63.27
CEMETERY FUND Revenue Total:		11,004.70	228,153.63	239,700.00	11,546.37	95.18
CEMETERY FUND Expenditure Total:		33,863.50	148,309.52	355,331.00	207,021.48	41.74

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
	Net Total CEMETERY FUND:	22,858.80-	79,844.11	115,631.00-	195,475.11-	69.05-
	Net Grand Totals:	22,858.80-	79,844.11	115,631.00-	195,475.11-	69.05-

**CITY OF LAKE GENEVA**  
**BALANCE SHEET**  
**JUNE 30, 2025**

**FUND 49 - CEMETERY PERPETUAL CARE**

ASSETS

49-00-00-10600	INVESTMENTS-EDWARD JONES	876,533.29	
49-00-00-11111	FUND CASH	19,254.99	
49-00-00-12700	LAND	.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
	TOTAL ASSETS		897,800.80

LIABILITIES AND EQUITY

LIABILITIES

49-00-00-24200	DUE TO INVESTMENT ACCT	6,500.00	
	TOTAL LIABILITIES		6,500.00

FUND EQUITY

49-00-00-34800	RESTRICTED FUND BALANCE	835,250.63	
	REVENUES OVER EXPENDITURES - YTD	56,050.17	
	TOTAL FUND EQUITY		891,300.80
	TOTAL LIABILITIES & EQUITY		897,800.80

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
<b>CEMETERY PERPETUAL CARE</b>						
<b>CEMETERY PERPETUAL CARE</b>						
<b>CEMETERY PERPETUAL CARE</b>						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	.00	11,540.00-	8,000.00-	3,540.00	144.25
49-00-00-48110	INVESTMENT INCOME	2,984.70-	9,248.74-	18,000.00-	8,751.26-	51.38
49-00-00-48140	PORTFOLIO GAINS/LOSSES	22,311.24-	45,721.89-	10,000.00-	35,721.89	457.22
Total CEMETERY PERPETUAL CARE:		25,295.94-	66,510.63-	36,000.00-	30,510.63	184.75
<b>CEMETERY PERPETUAL CARE</b>						
49-00-00-59400	TRANSFER TO CEMETERY FUND	2,984.70	10,460.46	13,000.00	2,539.54	80.47
Total CEMETERY PERPETUAL CARE:		2,984.70	10,460.46	13,000.00	2,539.54	80.47
Total CEMETERY PERPETUAL CARE:		22,311.24-	56,050.17-	23,000.00-	33,050.17	243.70
CEMETERY PERPETUAL CARE Revenue Total:		25,295.94-	66,510.63-	36,000.00-	30,510.63	184.75
CEMETERY PERPETUAL CARE Expenditure Total:		2,984.70	10,460.46	13,000.00	2,539.54	80.47
Total CEMETERY PERPETUAL CARE:		22,311.24-	56,050.17-	23,000.00-	33,050.17	243.70
Grand Totals:		22,311.24-	56,050.17-	23,000.00-	33,050.17	243.70

**CITY OF LAKE GENEVA**  
BALANCE SHEET  
JULY 31, 2025

**FUND 48 - CEMETERY FUND**

<u>ASSETS</u>			
48-00-00-11111	FUND CASH	234,774.69	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
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	TOTAL ASSETS		402,774.69
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<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
48-00-00-21100	ACCOUNTS PAYABLE	3,087.43	
48-00-00-21700	ACCRUED WAGES PAYABLE	1,051.17	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
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	TOTAL LIABILITIES		172,138.60
<u>FUND EQUITY</u>			
48-00-00-34800	ASSIGNED FUND BALANCE	163,906.65	
	REVENUES OVER EXPENDITURES - YTD	66,729.44	
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	TOTAL FUND EQUITY		230,636.09
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	TOTAL LIABILITIES & EQUITY		402,774.69
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Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
<b>CEMETERY FUND</b>						
<b>CEMETERY FUND</b>						
<b>CEMETERY FUND</b>						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	.00	3,685.00	3,500.00	185.00-	105.29
48-00-00-46540	SALE OF GRAVES/NICHES	9,305.00	28,575.00	20,000.00	8,575.00-	142.88
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	.00	500.00	700.00	200.00	71.43
48-00-00-46560	BURIAL INTERMENTS	3,015.00	26,080.00	26,000.00	80.00-	100.31
48-00-00-48110	INVESTMENT INCOME	715.82	5,583.18	8,500.00	2,916.82	65.68
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	1,205.45	12,883.89	13,000.00	116.11	99.11
Total CEMETERY FUND:		14,241.27	245,307.07	239,700.00	5,607.07-	102.34
<b>CEMETERY FUND</b>						
48-00-00-51200	CEM WAGES	10,393.60	77,253.94	135,437.00	58,183.06	57.04
48-00-00-51250	CEM OVERTIME	186.60	3,031.42	2,960.00	71.42-	102.41
48-00-00-51260	CEM SEASONAL LABOR	2,981.86	9,058.53	16,584.00	7,525.47	54.62
48-00-00-51270	CEM ADMIN ASSISTANT	2,289.59	16,938.40	29,462.00	12,523.60	57.49
48-00-00-51340	CEM LIFE INSURANCE EXP	43.56	319.81	674.00	354.19	47.45
48-00-00-51345	CEM HEALTH INSURANCE	3,790.32	28,958.86	59,729.00	30,770.14	48.48
48-00-00-51350	CEM DENTAL INSURANCE	222.55	1,554.10	1,950.00	395.90	79.70
48-00-00-51355	CEM VISION INSURANCE	11.23	78.10	139.00	60.90	56.19
48-00-00-51360	CEM RETIREMENT EXPENSE	894.45	6,864.56	11,461.00	4,596.44	59.89
48-00-00-51370	CEM DISABILITY EXP	37.72	264.04	501.00	236.96	52.70
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,400.00	1,400.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	1,182.67	8,025.59	13,884.00	5,858.41	57.80
48-00-00-52210	CEM TELEPHONE EXP	245.04	624.07	1,250.00	625.93	49.93
48-00-00-52220	CEM ELECTRICITY EXP	99.06	1,390.02	2,200.00	809.98	63.18
48-00-00-52240	CEM GAS HEAT EXP	43.99	1,272.45	2,400.00	1,127.55	53.02
48-00-00-52260	CEM WATER/SEWER EXP	43.30	1,178.55	3,500.00	2,321.45	33.67
48-00-00-52400	CEM BUILDING REPAIRS	.00	2,621.24	15,000.00	12,378.76	17.47
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	2,899.17	3,408.66	3,300.00	108.66-	103.29
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	100.00	100.00	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	.00	4,000.00	4,000.00	.00
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	.00	2,350.00	2,350.00	.00
48-00-00-53200	CEM MEMBERSHIP DUES	.00	159.00	200.00	41.00	79.50
48-00-00-53320	CEM CONFERENCE	.00	.00	2,000.00	2,000.00	.00
48-00-00-53400	CEM OPERATING SUPPLIES	188.26	2,227.46	1,900.00	327.46-	117.23
48-00-00-53410	CEM FUEL EXPENSE	700.91	3,397.63	6,000.00	2,602.37	56.63
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	.00	650.00	650.00	.00
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	.00	1,002.95	3,750.00	2,747.05	26.75
48-00-00-53600	CEM MAINT SERVICE EXP	.00	395.00	1,800.00	1,405.00	21.94
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	.00	5,000.00	5,000.00	.00
48-00-00-53990	CEM MISC EXP	.00	.00	1,750.00	1,750.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	.00	15,000.00	15,000.00	.00
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	700.00	2,000.00	1,300.00	35.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	3,750.00	7,000.00	3,250.00	53.57
Total CEMETERY FUND:		26,253.88	175,874.38	355,331.00	179,456.62	49.50
Total CEMETERY FUND:		40,495.15	421,181.45	595,031.00	173,849.55	70.78
CEMETERY FUND Revenue Total:		14,241.27	245,307.07	239,700.00	5,607.07-	102.34
CEMETERY FUND Expenditure Total:		26,253.88	175,874.38	355,331.00	179,456.62	49.50

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
	Net Total CEMETERY FUND:	12,012.61-	69,432.69	115,631.00-	185,063.69-	60.05-
	Net Grand Totals:	12,012.61-	69,432.69	115,631.00-	185,063.69-	60.05-

**CITY OF LAKE GENEVA**  
**BALANCE SHEET**  
**JULY 31, 2025**

**FUND 49 - CEMETERY PERPETUAL CARE**

<u>ASSETS</u>			
49-00-00-10600	INVESTMENTS-EDWARD JONES	897,267.80	
49-00-00-11111	FUND CASH	18,464.99	
49-00-00-12700	LAND	.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
	TOTAL ASSETS		917,745.31
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
49-00-00-24200	DUE TO INVESTMENT ACCT	5,710.00	
	TOTAL LIABILITIES		5,710.00
<u>FUND EQUITY</u>			
49-00-00-34800	RESTRICTED FUND BALANCE	835,250.63	
	REVENUES OVER EXPENDITURES - YTD	76,784.68	
	TOTAL FUND EQUITY		912,035.31
	TOTAL LIABILITIES & EQUITY		917,745.31

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
<b>CEMETERY PERPETUAL CARE</b>						
<b>CEMETERY PERPETUAL CARE</b>						
<b>CEMETERY PERPETUAL CARE</b>						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	6,500.00-	18,040.00-	8,000.00-	10,040.00	225.50
49-00-00-48110	INVESTMENT INCOME	1,205.45-	10,454.19-	18,000.00-	7,545.81-	58.08
49-00-00-48140	PORTFOLIO GAINS/LOSSES	14,234.51-	59,956.40-	10,000.00-	49,956.40	599.56
Total CEMETERY PERPETUAL CARE:		21,939.96-	88,450.59-	36,000.00-	52,450.59	245.70
<b>CEMETERY PERPETUAL CARE</b>						
49-00-00-59400	TRANSFER TO CEMETERY FUND	1,205.45	11,665.91	13,000.00	1,334.09	89.74
Total CEMETERY PERPETUAL CARE:		1,205.45	11,665.91	13,000.00	1,334.09	89.74
Total CEMETERY PERPETUAL CARE:		20,734.51-	76,784.68-	23,000.00-	53,784.68	333.85
CEMETERY PERPETUAL CARE Revenue Total:		21,939.96-	88,450.59-	36,000.00-	52,450.59	245.70
CEMETERY PERPETUAL CARE Expenditure Total:		1,205.45	11,665.91	13,000.00	1,334.09	89.74
Total CEMETERY PERPETUAL CARE:		20,734.51-	76,784.68-	23,000.00-	53,784.68	333.85
Grand Totals:		20,734.51-	76,784.68-	23,000.00-	53,784.68	333.85



# City of Lake Geneva

Department of Public Works  
1065 Carey St,  
Lake Geneva, WI 53147  
262.248.6644

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RE: July 2025 Report

## CEMETERY UPDATE

### JULY OAK HILL CEMETERY INTERMENTS

#### Monthly Oak Hill Cemetery Update-Interments

<b>Date</b>	<b>Type</b>
<b>July 2, 2025</b>	<b>Full</b>
<b>July 10, 2025</b>	<b>Cremation</b>
<b>July 12, 2025</b>	<b>Cremation</b>
<b>July 18, 2025</b>	<b>Full</b>
<b>July 22, 2025</b>	<b>Cremation</b>
<b>July 30, 2025</b>	<b>Cremation</b>



# City of Lake Geneva Public Works

Streets/Parks/Forestry/Cemeteries/Buildings and Grounds

1065 Carey St. Lake Geneva WI. 53147 (262)248-6644 fax (262)248-4913

## City of Lake Geneva Project 2025-05

### Chapel/Office Roof, Oak Hill Cemetery

The City of Lake Geneva is accepting proposals for the replacement of the roofing system on The Office/Chapel building at Oak Hill Cemetery 1101 Cemetery Rd. Lake Geneva WI 53147.

#### Sec 1.

#### Job includes;

1. Removing all existing layers of shingles and underlayment
2. Proper disposal of all debris
3. 6' of Ice and Water shield (or approved equivalent) on eaves and valleys and across bottom of roof
4. Appropriate flashing/seals.
5. 5-nail pattern, 10 per shingle.
6. Synthetic underlayment on decking
7. Replace and install any existing vents in kind
8. Replace and install proper flashing in kind, matching color.
9. Replace and install all pipe boots/flashing in kind if needed
10. Replace w-valleys in kind if applicable.
11. Replace drip edge in kind, matching color.
12. Contractor is responsible for obtaining all needed permits, will be issued no fee from the City.
13. Area will be thoroughly cleaned and picked up daily to not present a hazard to the Public. Hazards shall be identified and abated at all times.
14. Proper disposal of all debris shall be the responsibility of the contractor.
15. Project shall be performed in a substantial workmanlike manner following all industry standard protocols.
16. The City Public Works Director shall have authority to accept or reject all work or materials.
17. Contractor must have on file an approved pre-qualification packet with the City Clerk prior to award of project to successful proposer with insurance information.
18. This contract shall be all inclusive with no part being considered as 'done-by-others'.
19. Bidder must provide indemnity and acceptable insurance in amounts approved by the City

**Sec 2.**

**Material**

1. CertainTeed XT-25 shingles or approved alternate, matching color.
2. Synthetic underlayment suitable to project
3. 1 ¼" galv roofing nails

**Sec 3.**

**Bid bond**

1. Contractor must provide a bid bond of 5% of the proposed project cost in his/her proposal packet if the amount is over \$25,000.00.

**Sec 4.**

**Warranty**

1. 10-year workmanship warranty
2. 25-year non-prorated shingle warranty
3. 60 mph wind resistance warranty

**Sec. 5.**

**Payments**

1. 15% down prior to start.
2. Monthly draws approved by City.
3. Minimum 5% retainage until final approval.

**Sec. 6.**

**Agreement**

1. The proposer shall hereby agree to provide to the City all of the items in the request for proposals including the advertisement for same and required Insurance packet.

2. 5% Bid bond included if over \$25,000. \$           N/A          

3. Total contract price in numbers \$           \$17,743.00

4. Total contract price in words Seventeen Thousand Seven Hundred Forty Three Dollars

5. Submitted by, Company, Scherrer Construction Company, Inc.

6. Representative (print name) Joe Ehlen

a. Position in company: VP of Field Operations

b. Signature [Signature] Date 6 / 25 2025

c. Representatives email Larry Robers, PM lrobers@scherrerconstruction.com

**Sec. 7.**

**Acceptance by the City of Lake Geneva.**

a. City Clerk

Signature: [Signature] Date 7 / 8 /2025

b. City Administrator

Signature: [Signature] Date 07 / 08 /2025

**Sec. 8.** Witnesseth that whereas the City, under provision of Sec.62.29 wis stats, and by virtue of authority vested in the said City Council has awarded the contractor the project.

**Sec. 9.** The City confirms that adequate funds are available and dedicated for this project.

1. City of Lake Geneva Comptroller.

Signature: [Signature] Date 7 / 7 /2025

**Sec 10.**

**Decking replacement if needed.**

- 1. Cost of R&R additional 4x8 sheets of 3/4" OSB per sheet \$142.30
- 2. Cost of R&R additional 4x8 sheets of 7/16" OSB per sheet \$135.40
- 3. Cost of R&R additional 4x8 sheets of 1/2" OSB per sheet \$136.55
- 4. Cost of R&R per lineal foot of additional 1x boards \$12.50

OSB or approved substitute.

**Sec. 11.**

**Project time table.**

1. Project must be substantially complete by 01 Nov. 2025
2. Project must be fully complete by 30 Nov. 2025.
3. Any extension shall be at the sole discretion of the City DPW.

Contractor will make every effort to work with the Cemetery Sexton and not interfere with funeral operations. Absolutely no work shall be performed during Military Honors of any kind. Saturday work from 7am-5pm is allowed.





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Oak Hill Cemetery Transfer of Burial Rights from Deceased Owner. Pg 1/3

Oak Hill Cemetery, Lake Geneva WI. requires that all persons who claim burial rights from a deceased legal owner must complete this form prior to the City documenting any changes. It shall be known that 1st (original owner), 2nd (child) and 3rd rights (grandchild) only are considered, and the Cemetery shall recognize further rights at its discretion.

Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email; \_\_\_\_\_

Hereby attest that I am the legal child/grandchild/other (circle one) of:

\_\_\_\_\_

(if other, list relationship here \_\_\_\_\_)

Who was/were the last rightful owner(s) of burial rights in Lake Geneva Oak Hill Cemetery

Sec \_\_\_\_\_ Lot \_\_\_\_\_ Grave Number (s) \_\_\_\_\_

If there are survivors of the original owner with presumed rights as the applicant, all must sign off on page 2.

I hereby request a transfer of burial rights in my name of the above-mentioned grave site(s).

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Notary: \_\_\_\_\_ Date: \_\_\_\_\_

Oak Hill Cemetery Transfer of Burial Rights from Deceased Owner. Pg 2/3



**City of Lake Geneva Public Works**

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**I agree to all burial rights per page 1 and release any interest hereof.**

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Notary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to Original**

**Owner** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Notary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to Original**

**owner** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Notary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to Original owner** \_\_\_\_\_

(If more space is needed use a separate piece of paper, yes \_\_\_\_\_ no \_\_\_\_\_)

**Application Fee \$150.00**

**Check No.:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Official:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Name of applicant** \_\_\_\_\_



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Oak Hill Cemetery Transfer of Burial Rights from Deceased Owner. Pg 3/3

Name of applicant \_\_\_\_\_

Applicant is responsible for providing any proof of relationship of original owner needed and any verification of other surviving descendants of the original owner if any. The Cemetery will research and verify based on the information supplied by the applicant. The Cemetery shall base its decision on information provided by the applicant. Descendents shall be recognized by their generation relative to the original owner, with closer generations given priority. Transfer may be governed by Wis State Statute 852.01 Basic rules for intestate succession. Applicant shall hold Oak Hill Cemetery and all its assigns harmless against any issues resulting from this form and applicant shall take full responsibility for its contents. The City of Lake Geneva Cemetery Board shall be the final authority on all disputes.

Transfer approved \_\_\_\_\_

Transfer denied \_\_\_\_\_

City Official signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_