



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

Cemetery Board Agenda
Wednesday, January 21, 2026 - 4:00 PM
Lake Geneva City Hall; Conference Room 2C (2nd Floor)

Members:

Aldersperson Cathy Stoodley-President, Terry Krohn-Vice President, Ruth Ann Monico-Secretary, Rich 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 October 15, 2025
- 5.** Monthly Financial Reports
- 6.** Staff Liaison Report
- 7.** Update regarding the Oak Hill Cemetery chapel windows
- 8.** Update regarding the Oak Hill Cemetery road project
- 9.** Discussion/Recommendation regarding purchasing and design of new columbarium at Oak Hill Cemetery
- 10.** 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 that the appropriate accommodations can be made.

City of Lake Geneva Cemetery Board Minutes
Wednesday, October 15, 2025 - 4:00 PM; City Hall, Conference Room 2C

Call to Order at 4:00 pm.

Roll Call: Rick Bailey absent. Tom Earle and David Winger attended the meeting.

Comments from the public limited to 5 minutes, limited to items on this agenda

None.

Approval of the minutes from September 17, 2025

Aldersperson Linda Frame made a motion to approve the minutes and Terry Krohn seconded the motion. Motion passed 4-0.

Review of Monthly Financial Reports

Aldersperson Linda Frame made a motion to approve the reports and Terry Krohn seconded the motion. Motion passed 4-0.

Review of Staff Liaison Reports Department of Public Works

Tom Earle gave a report on trucks and vehicles that can be exchanged and used within the Public Works Department. A Kubota will be in the 2027 budget.

Parks

Discussion moving forward on the park participation with the Cemetery Board.

Discussion/Possible recommendation regarding wish list projects

Chapel windows and roof. The roof is finished and the windows are ordered and will be installed by the end of the year.

Security Cameras

Being worked on. Internet and security cameras will be installed in 2026.

Sexton Cold Storage Shed

Tom Earle worked on details to finish the storage shed next year.

Discussion/Recommendation regarding the Saturday charge for interment in the columbarium Aldersperson Linda Frame made a motion and Terry Krohn seconded to approve Resolution 25-R46 Cemetery Fee Schedule to include a Saturday charge of \$90.00 for interment in the columbarium. Infants are not included.

Motion passed 4-0.

Discussion/Recommendation regarding changing perpetual care fees to 20% of purchase price of gravesite or niche

Aldersperson Linda Frame made a motion and Terry Krohn seconded to continue until the next meeting to allow staff to look for a resolution. Motion passed 4-0.

Discussion/Possible Recommendation regarding niche pricing increase

Aldersperson Linda Frame made a motion to continue the discussion at the next meeting. Terry Krohn seconded and motion passed 4-0.

Discussion/Recommendation regarding Cemetery Rules and Regulations

Aldersperson Linda Frame made a motion to continue discussion and Terry Krohn seconded. Motion passed 4-0.

Discussion/Possible Recommendation regarding the Museum Parade of Trees

Item to be continued.

Adjournment: Aldersperson Linda Frame made a motion to adjourn and Terry Krohn seconded. Motion passed 4-0. Adjourned at 5:15 pm.

Respectfully submitted, Ruth Monico, Secretary

CITY OF LAKE GENEVA
BALANCE SHEET
DECEMBER 31, 2025

FUND 48 - CEMETERY FUND

<u>ASSETS</u>			
48-00-00-11111	FUND CASH	145,389.06	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
	TOTAL ASSETS		313,389.06
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
48-00-00-21100	ACCOUNTS PAYABLE	168.32	
48-00-00-21700	ACCRUED WAGES PAYABLE	1,051.17	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
	TOTAL LIABILITIES		169,219.49
<u>FUND EQUITY</u>			
48-00-00-34800	ASSIGNED FUND BALANCE	163,906.65	
	REVENUES OVER EXPENDITURES - YTD	(19,737.08)	
	TOTAL FUND EQUITY		144,169.57
	TOTAL LIABILITIES & EQUITY		313,389.06

Account Number	Account Title	2025-25 Prior year Actual	2025-25 Prior year Budget	Variance Current year	% of Budget
CEMETERY FUND					
CEMETERY FUND					
CEMETERY FUND					
48-00-00-41110	PROPERTY TAX LEVY	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	4,735.00	3,500.00	1,235.00-	135.29
48-00-00-46540	SALE OF GRAVES/NICHES	39,715.00	20,000.00	19,715.00-	198.58
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	1,000.00	700.00	300.00-	142.86
48-00-00-46560	BURIAL INTERMENTS	38,900.00	26,000.00	12,900.00-	149.62
48-00-00-48110	INVESTMENT INCOME	8,562.43	8,500.00	62.43-	100.73
48-00-00-49100	APPL OF PRIOR YEARS APPROP	.00	.00	.00	.00
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	21,906.78	13,000.00	8,906.78-	168.51
Total CEMETERY FUND:		282,819.21	239,700.00	43,119.21-	117.99
CEMETERY FUND					
48-00-00-51200	CEM WAGES	134,418.74	135,437.00	1,018.26	99.25
48-00-00-51250	CEM OVERTIME	4,270.43	2,960.00	1,310.43-	144.27
48-00-00-51260	CEM SEASONAL LABOR	18,136.09	16,584.00	1,552.09-	109.36
48-00-00-51270	CEM ADMIN ASSISTANT	29,531.17	29,462.00	69.17-	100.23
48-00-00-51340	CEM LIFE INSURANCE EXP	535.55	674.00	138.45	79.46
48-00-00-51345	CEM HEALTH INSURANCE	48,114.47	59,729.00	11,614.53	80.55
48-00-00-51350	CEM DENTAL INSURANCE	2,683.25	1,950.00	733.25-	137.60
48-00-00-51355	CEM VISION INSURANCE	134.87	139.00	4.13	97.03
48-00-00-51360	CEM RETIREMENT EXPENSE	11,814.64	11,461.00	353.64-	103.09
48-00-00-51370	CEM DISABILITY EXP	452.64	501.00	48.36	90.35
48-00-00-51380	CEM UNIFORM ALLOWANCE	1,400.00	1,400.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	14,019.91	13,884.00	135.91-	100.98
48-00-00-52210	CEM TELEPHONE EXP	1,291.98	1,250.00	41.98-	103.36
48-00-00-52220	CEM ELECTRICITY EXP	2,098.12	2,200.00	101.88	95.37
48-00-00-52240	CEM GAS HEAT EXP	2,741.56	2,400.00	341.56-	114.23
48-00-00-52260	CEM WATER/SEWER EXP	1,329.68	3,500.00	2,170.32	37.99
48-00-00-52400	CEM BUILDING REPAIRS	2,621.24	15,000.00	12,378.76	17.47
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	3,915.58	3,300.00	615.58-	118.65
48-00-00-53100	CEM OFFICE SUPPLIES	.00	100.00	100.00	.00
48-00-00-53120	CEM POSTAGE EXP	.00	.00	.00	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	4,000.00	4,000.00	.00
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	2,350.00	2,350.00	.00
48-00-00-53200	CEM MEMBERSHIP DUES	159.00	200.00	41.00	79.50
48-00-00-53320	CEM CONFERENCE	544.00	2,000.00	1,456.00	27.20
48-00-00-53400	CEM OPERATING SUPPLIES	3,266.99	1,900.00	1,366.99-	171.95
48-00-00-53410	CEM FUEL EXPENSE	5,327.97	6,000.00	672.03	88.80
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	650.00	650.00	.00
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	1,002.95	3,750.00	2,747.05	26.75
48-00-00-53600	CEM MAINT SERVICE EXP	887.00	1,800.00	913.00	49.28
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	5,000.00	5,000.00	.00
48-00-00-53990	CEM MISC EXP	.00	1,750.00	1,750.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	7,451.76	15,000.00	7,548.24	49.68
48-00-00-54300	CEM COLUMBARIUM EXPENSES	700.00	2,000.00	1,300.00	35.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	3,750.00	7,000.00	3,250.00	53.57
Total CEMETERY FUND:		302,599.59	355,331.00	52,731.41	85.16
Total CEMETERY FUND:		585,418.80	595,031.00	9,612.20	98.38
CEMETERY FUND Revenue Total:		282,819.21	239,700.00	43,119.21-	117.99

Account Number	Account Title	2025-25 Prior year Actual	2025-25 Prior year Budget	Variance Current year	% of Budget
	CEMETERY FUND Expenditure Total:	302,599.59	355,331.00	52,731.41	85.16
	Net Total CEMETERY FUND:	19,780.38-	115,631.00-	95,850.62-	17.11
	Net Grand Totals:	19,780.38-	115,631.00-	95,850.62-	17.11

CITY OF LAKE GENEVA
BALANCE SHEET
DECEMBER 31, 2025

FUND 49 - CEMETERY PERPETUAL CARE

ASSETS

49-00-00-10600	INVESTMENTS-EDWARD JONES	942,674.87	
49-00-00-11111	FUND CASH	17,354.99	
49-00-00-12700	LAND	.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
	TOTAL ASSETS		962,042.38

LIABILITIES AND EQUITY

LIABILITIES

49-00-00-24200	DUE TO INVESTMENT ACCT	4,600.00	
	TOTAL LIABILITIES		4,600.00

FUND EQUITY

49-00-00-34800	RESTRICTED FUND BALANCE	835,250.63	
	REVENUES OVER EXPENDITURES - YTD	122,191.75	
	TOTAL FUND EQUITY		957,442.38
	TOTAL LIABILITIES & EQUITY		962,042.38

Account Number	Account Title	2025-25 Prior year Actual	2025-25 Prior year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE					
CEMETERY PERPETUAL CARE					
CEMETERY PERPETUAL CARE					
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	27,300.00	8,000.00	19,300.00-	341.25
49-00-00-48110	INVESTMENT INCOME	21,101.81	18,000.00	3,101.81-	117.23
49-00-00-48140	PORTFOLIO GAINS/LOSSES	96,103.47	10,000.00	86,103.47-	961.03
Total CEMETERY PERPETUAL CARE:		144,505.28	36,000.00	108,505.28-	401.40
CEMETERY PERPETUAL CARE					
49-00-00-58100	LAND PURCHASE	.00	.00	.00	.00
49-00-00-59400	TRANSFER TO CEMETERY FUND	22,313.53	13,000.00	9,313.53-	171.64
Total CEMETERY PERPETUAL CARE:		22,313.53	13,000.00	9,313.53-	171.64
Total CEMETERY PERPETUAL CARE:		166,818.81	49,000.00	117,818.81-	340.45
CEMETERY PERPETUAL CARE Revenue Total:		144,505.28	36,000.00	108,505.28-	401.40
CEMETERY PERPETUAL CARE Expenditure Total:		22,313.53	13,000.00	9,313.53-	171.64
Net Total CEMETERY PERPETUAL CARE:		122,191.75	23,000.00	99,191.75-	531.27
Net Grand Totals:		122,191.75	23,000.00	99,191.75-	531.27











Walworth Co.

Lake Geneva 0067000

1101 Cemetery Road



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MEMO TO CEMETERY BOARD OF LAKE GENEVA

To: Cathy Stoodley, Alderperson

Date: Thursday, January 15, 2026

From: Bridget Barry, P.E., Kapur and Associates

CC: Naomi Rauch, P.E., Kapur and Associates

Tom Earle, Director of Public Works

Cemetery Road Paving Project: Update

Alder. Stoodley,

The design process is going well for the Cemetery Road Paving Project. We are currently working on improving the drainage. We are proposing the timeline as listed below.

2/18	Kapur to attend Cemetery Board meeting and receive feedback on plans
2/19-3/18	Update plans based on feedback
3/18	Place Ad in Lake Geneva Regional News
3/25	Plans Available to Contractors Ad #1 Runs in Paper
4/1	Ad #2 Runs in Paper
4/8	Bid Opening
4/9	Kapur makes a recommendation to approve lowest qualified bidder
4/21	FLR meeting to approve Bid
4/27	Council meeting to approve Bid
5/4-5/8	Pre-Construction Meeting – Contractor/Kapur/City
5/26-6/29	Construction

We look forward to seeing you next month, and please feel free to reach out with any questions.

Burlington Office
1224 S Pine Street
Burlington, WI 53105

 262.767.2747

 www.kapurinc.com



Agenda Item Memo

City of Lake Geneva

Committee: Cemetery

Meeting Date: 21 Jan 2026

Agenda Item Number: _____

Subject / Title: Disc/Rec regarding the design for a new columbarium at Oak Hill Cemetery

Submitted By: TE

Background / Request

Discussing design of new columbarium at Oak Hill

Fiscal Impact / Budget

- Estimated Cost: \$90,000_
 - Funding Source: CIP _____ (e.g., General Fund, TID, Water Utility, Grants)
 - Budget Status: Within Budget Over Budget Budget Amendment Required
- (If applicable, note grant awards, cost-sharing, or capital plan references.)*

Ordinance/Policy Implications/Changes:

None

Recommendation:

Recommend approval of the decision made by the Cemetery Board when they make a decision.

Implementation/Next Steps

Name of Committee	Date of Meeting	Outcome
None, will not be forwarded until final		

Attachments: ██████████

Reviewed by	Date:	Comments



City of Lake Geneva Public Works

Streets/Parks/Forestry/Cemeteries/Buildings and Grounds

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

City of Lake Geneva Oak Hill Cemetery

Request for Bids, Project 2026-01 Columbarium

1101 Cemetery Rd. LG Wi.

Sec. 1. General

1. Fabricate, ship and install (F.O.B. Lake Geneva, WI) one (1) 160 Niche Pre-Assembled 4-Sided Columbarium similar to Coldspring design 0583-1-B. or approved alternate. Two (2) sides opposite each other will be six (6) niches wide by five (5) niches high with double depth niches and the other two (2) opposite sides will be four (4) niches wide by five (5) niches high with single depth niches.
2. Interior units reinforced concrete with a durable polystyrene liner and closure. The cabinet to be completely clad in granite.
3. Niche fronts will be polished (narrow range) Academy Black granite or approved alternate and hung with bronze rosette hangers. Each granite front covers two openings.
4. Niche fronts to be pre-drilled for bronze memorialization (two holes per opening).
5. Base and roof to be polished (full range) Carnelian granite or approved alternate with a rock-pitched base. The four (4) vertical side walls will be polished (full range) Academy Black granite. Or approved alternate.
6. Bidder is responsible for delivery and freight, installation of foundation, unloading the unit (including the use of a transfer truck due to difficult site access if needed), and installation of unit (crane service and setting) to furnish to the City a fully functional unit.
7. 10-year workmanship and 50-year material Warranty included.
8. Route to construction site in the City limits will be provided and be free of obstruction. Bidder will not be responsible for damage to roadways or grade required for construction access but will make every effort to avoid unusual damage.

9. It is the bidders responsibility to determine if a site visit is needed. There will be no concessions given for issues that arise after the bids are submitted. The City will be available during normal working hours for site visits.

10. Unusable soil and excavation materials can be disposed of at the cemetery.

11. Bidder shall make this bid all-inclusive with no part of a full installation to be deemed 'done by others' unless specifically listed in this form.

12. Bidder shall make every effort to color match the existing Columbarium at Oak Hill and shall turn over to the City a fully functional unit.

13. All bids shall be submitted on this form. No bidder shall contact any City official regarding this project other than those listed on bid form or advertisement for project. Doing so shall be grounds for disqualification. Advertisements for project shall be considered part of this bid form. The City of Lake Geneva is a Tax-Exempt municipality, proper tax-exempt certificates shall be provided to successful bidder. Bid shall be submitted with no sales tax.

Sec. 2. Payments.

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

Sec. 3. Agreement

1. The proposer shall hereby agree to provide to the City all of the items in the request for bids including the advertisement for the project.
2. Surety bond included. 5% \$ _____
3. Total contract price in numbers
\$ _____
4. Total contract price in words

5. Submitted by, Company,

6. Representative (print name)

7. Position in company _____

Signature of Company representative

_____ Date ____ / ____ /2026

8. Acceptance by the City of Lake Geneva.

a. City Clerk or authorized representative.

Signature: _____ Date ____ / ____ /2026

b. Administrator.

Signature: _____ Date ____ / ____ /2026

9. 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 work.

10. The City confirms that adequate funds are available and dedicated for this project.

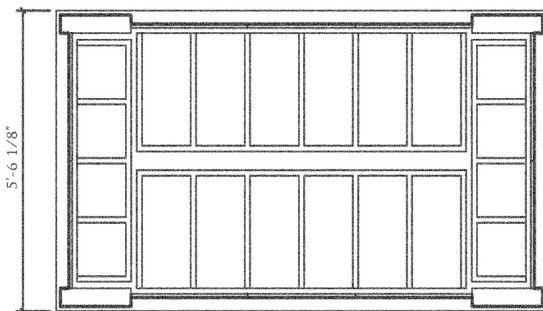
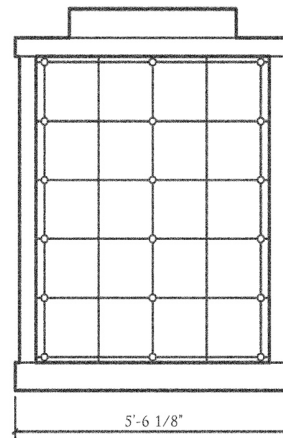
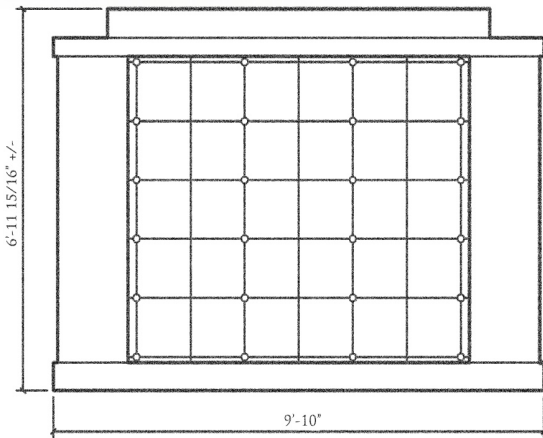
a. City of Lake Geneva Comptroller.

Signature: _____ Date ____ / ____ /2026

11. Project shall be completed by 31 Oct. 2026 with any approved delays at the sole discretion of the City.

Note: Tree trimming or removal and any fencing in conflict with project will be the responsibility of the City. Contractor will make every effort to work with the Cemetery Sexton to minimize disruption of funeral operations. ***Absolutely no exterior work shall be performed during Military Honors of any kind.*** Saturday work from 7am-5pm is allowed.

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160 NICHE PREASSEMBLED COLUMBARIUM

SUNSET RED - THERMAL TRIM
 CARNELIAN - POLISH NICHE FRONTS

PROJECT:	160 NICHE COLUMBARIUM
LOCATION:	ST. MARY'S CEMETERY HANOVER TOWNSHIP, PA
DESIGN:	0583-1-B
SCALE:	N.T.S.



COLDSRING™

DESIGNED BY:	RYAN HOFFARTH	DATE:	2/27/20
17482 GRANITE WEST ROAD, COLD SPRING, MN 56320			
PHONE: (800) 328-5040 / FAX: (320) 685-5008			
WWW.COLDSRINGUSA.COM			