



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147-262.248.3673-[www.cityoflakgeneva.gov](http://www.cityoflakgeneva.gov)

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**Cemetery Board Agenda**  
**Wednesday, May 20, 2026 - 12:00 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. Annual Election of Officers
  - a. President
  - b. Vice President
  - c. Secretary
5. Approval of the minutes from February 18, 2026
6. Review/Acceptance of Monthly Financial Reports
7. Review of Staff Liaison Report
  - a. Updates on current projects
8. Discussion/Recommendation regarding Cemetery Rules
9. Discussion/Recommendation regarding creating a cemetery enhancement fund
10. Discussion/Recommendation regarding Cemetery fees
11. 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.

1. Called to order at 4 pm
2. Present: Cathy Stoodley, Linda Frame, Terry Krohn, Director Earle, Director Winger, absent Ruth Monaco (joined via phone at 4:27 pm), Rick Bailey joined at 4:45 pm
3. No comments from the public
4. Motion to approve minutes                      Frame/Krohn                      motion passed
5. Financial Review                                      Frame/Krohn                      motion passed
6. Staff Reports:
  - a. Tom Earle
    - i. 2 burials in January 2026
    - ii. Chapel windows are 90% done
    - iii. Interior is phase 2. Will be in CIP
    - iv. Cameras will be able to have sight line after bucket truck test
    - v. Sexton shed awarded to Glen Fern Construction with all addendums for 119k. Target completion is fall 2026
    - vi. Columbarium- RFB's due 2/25/26 and if under budget does not need approval.
  - b. Bridgette Barry
    - i. Presented drainage plan and concrete enhancements. Will consult with arborist if any trees need to be removed. Hope to be out for bid by month end and to Council April 27 2026. Target completion end of summer 2026.
7. Dues paid for 2026
8. Motion to approve allowing appropriate staff to reallocate cemetery sales. Motion by Stoodley seconded by Frame. Motion passed 4-0. Will revisit grave fees after election.
9. Green Burial Discussion
  - a. Lake Geneva has had 2 requests already
  - b. Separate area would need to be designated at Oak Hill
  - c. Prairie Home in Waukesha WI has done 14 and Pre sold 40
  - d. Discussion of guidelines/rules to keep in mind
    - i. Funeral director utilized for transport and body set up
    - ii. Backboard for support and fully wrapped
    - iii. Grave dug with backhoe, no family hand digging
    - iv. Gravesite must be 3.5 feet deep
    - v. No headstones, only gps coordinates
    - vi. May have large boulders with names in area

vii. Green cremations are allowed

10. Adjournment at 5:30 pm. Frame/Krohn motion passed

Respectfully submitted by Cathy Stoodley May 13 2026



## Rules and Regulations Oak Hill Cemetery - Pioneer Cemetery

### Definitions:

- 1) "Cemetery lot" means a grave or 2 or more contiguous graves. Ownership of a cemetery lot includes the right to bury human remains in that cemetery lot as described in the rules and regulations.
- 2) "Burial" means entombment, inurnment, or interment.
- 3) "Mausoleum" means a building, structure or part of a building or structure that is used or intended to be used for the burial of human remains by placing a casket in a crypt located in the Mausoleum.
- 4) "Columbarium" means a structure of vaults lined with recesses for cremated remains/urns.

All lot owners, grave site owners, columbarium owners, mausoleum owners, and visitors are subject to the following, as well as any City Ordinances not printed in this document.

1. All lots/graves/columbarium niches shall be sold subject to the rules and conditions provided, or which may be hereinafter passed by the Cemetery Board.
2. The purchase of cemetery lots/graves/columbarium niches shall go through the Treasurer's Office at Lake Geneva City Hall. A deed will be provided and documented with the cemetery sexton.
3. Transfer of lots/grave sites/columbarium niches to another party must be reported to the office of the Sexton for recording before any party not listed on the deed shall be allowed the use of such lot and/or grave site. Transfer must come from the legal owner of the deed. No person will be recognized as a rightful owner or part owner of a lot/grave site unless his/her name appears upon the books of the Sexton. The City shall not be responsible for any mistake caused by the lack of proper paperwork and/or instructions for the particular space regarding a burial. Deeds and deed transfers are the responsibility of the owner. **Deed transfers must be recorded with the Sexton office. A burial rights transfer fee is required at current rate.**
4. No burials of any kind except legal interment of human remains shall be permitted.
5. The speed limit in the cemetery shall not exceed 10mph.
6. No domestic animals are allowed on cemetery grounds.
7. Leaving trash on the grounds except in a trash receptacle is forbidden.
8. The harvest of wild or planted flowers, damage to any tree or plant, defacing any structure, hunting or actions considered to be injurious to the cemetery in any way are strictly forbidden.
9. No recreational vehicles allowed. (4 wheelers, go-carts, mini-bikes, snowmobiles, etc.)
10. Children under 12 years of age are not permitted without adult supervision.
11. As the City is the caretaker of the gravesite, it is responsible, therefore, for any negligent damage the city employees may cause to headstones/foundations in the process of caretaking and within reason, will repair any such damage. The Sexton will use its best efforts to notify the

owner/family if accessible, of any such damage, prior to repairs. Notification or attempted notification of owner/family will be documented for proof of such and to include plan for repair. The City is not responsible for loss or damage by vandalism or other acts beyond its reasonable control. The City is not responsible for anything placed on a lot or grave including decorations, trinkets, décor of any kind. Such items are the sole responsibility of the person/family that placed items on lot.

12. Any additions and/or improvements to a lot/grave must be approved by the Sexton.
13. Only cemetery employees under the direction of the Sexton shall disturb any sod or soil. No grass, tree, shrub, etc. shall be disturbed except by cemetery employees under the direction of the Sexton.
14. General maintenance of the cemetery grounds will be performed by the City. Headstones, headstone foundations, and memorial maintenance are the responsibility of the lot/grave owner.
15. No additions to include decorations, plants, etc. shall impede on a neighboring lot/grave site. Items encroaching on other grave sites shall be removed and disposed of by the city without notice.
16. Any items placed/planted on or near a grave site that appear unsightly or not maintained shall be removed at the sole discretion of the city.
17. Spring, summer or fall decorations may be placed after 01 March and shall be removed by 01 Oct. Any items left after that date will be disposed of by the city.
18. Appropriate winter decorations may be placed on graves from 01 Nov until 01 March. Any decorations left after 01 March shall be disposed of by the city. Winter decorations shall not exceed 5' wide by 5' tall.
19. Inappropriate items that may be construed as offensive or injurious shall not be allowed and will be removed without notice at the sole discretion of the Sexton.
20. Burial options per grave site: The City shall allow one full and one cremation per grave site; two cremations per grave site; one full infant child on one full adult burial per grave site; one full infant child and one cremation per grave site; or one full infant child shall be allowed on one full burial or with one cremation dependent on available space, as sometimes vaults are only a foot or two below grade. If that is the case, a full infant will not fit with a full adult burial.
21. Notification to open a grave site must be received within 2 full working days prior to the need. In case of frost, 4 days is recommended.
22. One headstone shall be permitted per grave site. Family memorial markers shall be approved before purchase and allowed at the sole discretion of the Cemetery Board.
23. Headstones and/or memorials shall be harmonious in shape, design, and material with other headstones in the immediate area.
24. No markers, stones and or memorials of any kind shall be permitted until the grave lot/site is paid in full.
25. Traditional/full burials require a concrete vault. Any request of not using a vault is at the sole discretion of the City.

Please see the Price List for additional rules and regulations.

## **ADD CEMETERY DESIGN HERE**

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10. Children under 12 years of age are not permitted without adult supervision.
11. The city is not responsible for any damage to lots/graves/columbarium niches, or anything placed on a lot or grave including headstones/memorials, decorations, trinkets, décor of any

kind. The city is not responsible for loss or damage by vandalism or other acts beyond its reasonable control.

12. Should the City become aware of damage to any headstone, out of respect, notification to the owner/family should be attempted if possible. Sexton and/or staff shall inform the DPW Administrative Specialist that notification was attempted and was either successful or unsuccessful. The DPW Administrative Specialist shall document such notification in the Pontem "occupant notes" section
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### Schedule of Fees

The City of Lake Geneva may retain overpayments of taxes, fees, licenses, and similar charges when the overpayment is \$2 or less, unless such refund is specifically requested by the remitter.

<b>Cemetery &amp; Public Works</b>	
<b>Cemetery</b>	
Interments (No Sunday Burials)	
Opening Grave-Weekdays (Full Burial)	\$810.00
Opening Grave-Saturdays (Full Burial)	\$960.00
Opening Grave-Weekdays (Cremation)	\$540.00
Opening Grave-Saturdays (Cremation)	\$630.00
Extra Charge for Two Cremations Buried in Same Grave at One Time	\$150.00
Burials after 2:30 pm	\$200.00
Opening Grave-Weekdays-Baby Under 1 Year	\$240.00
Opening Grave-Saturdays-Baby Under 1 Year	\$360.00
Note: Before or after a holiday, when employees are not working due to the holiday, Saturday prices will apply.	
Plots	
Grave (50% Perpetual Care)	\$780.00
Grave-Single Cremation (50% Perpetual Care)	\$480.00
Grave-Double Cremation (50% Perpetual Care)	\$600.00
Columbarium	
Niche (Includes opening & inurnment) (Perpetual Care is \$400 and included in process)	\$1,440.00 Bottom Row: \$1,200.00
2 <sup>nd</sup> Inurnment if Niche allows for two	\$180.00
Niche Door Inscriptions	Market pricing per vendor
Saturday Charge for Columbarium	\$90.00
Frost Charges (November 1 to March 15)	
	\$150.00
Stake Out Fee for Foundations	
	\$100.00
Foundation Charges	
	\$0.60 per sq inch
Use of Cemetery for Functions	
	20% of Gross Receipts
Deed Transfers	
Form 1 Living Transfer	\$150.00
Form 2 Deceased Transfer	\$250.00
Note: We do allow one full burial and one cremation in one full grave or two cremations in one full grave	
<b>Public Works</b>	
Construction Permit	



626 Geneva Street, Lake Geneva, WI 53147- (262) 248-3673-www.cityoflakegeneva.gov

Curb Cut/Driveway Approach	\$25.00
Right-of-Way Excavation	\$60.00
Storm Sewer Connection	\$25.00
Sanitary Sewer Connection	\$25.00
Special Brush, Limb, and Refuse Pick-Up	\$24.00 per 15 minutes
Dumpster Delivery	\$50.00 per dumpster
Dumpster Pick-Up	\$50.00 plus additional landfill fees