

Lake Geneva Cemetery Board
Wednesday, September 7, 2022 – 7pm
Lake Geneva City Hall Conference Room C
626 Geneva Street, Lake Geneva, WI 53147

President-Mary Sibbing
Vice President-Terry Krohn
Secretary-Ruth Monico
Patrick Quinn
Council Liaison-Mary Jo Fesenmaier

Agenda

1. Meeting called to order
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. 19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes.
4. Approve Cemetery Board minutes from the Wednesday, August 17, 2022, meeting.
5. Discussion/recommendation regarding an update on Chris Brookes representing Black Point for Oak Hill and Pioneer Cemetery walks.
6. Discussion/recommendation to follow up on time frame for placement of Oak Hill Historic sign placement.
7. Discussion/recommendation update on Jim Davis memorial tree and plaque at Oak Hill.
8. Discussion/recommendation increase board members from 5 to 7.
9. Discussion/recommendation to purchase land lots ZA 400001 thru 400004 for Oak Hill expansion.
10. Discussion/recommendation on Oak Hill Sewer and Water repair to include replacing spickets for the Capital Improvement Project Budget.
11. Discussion/recommendation on a new Columbarium in Oak Hill for the Capital Improvement Project Budget.
12. Discussion/recommendation to repave Oak Hills existing roadways and paving grass roads for the Capital Improvement Project Budget.
13. Discussion/recommendation to repair/refurbish Oak Hill Sexton Shed at top of roadway in the Capital Improvement Project Budget.
14. Discussion/recommendation to approve repair of Oak Hill drainage issues in the 2023 Capital Budget.
15. Discussion/recommendation to approve Oak Hill shop buildings auto gates for the 2023 Capital Budget.
16. Discussion/recommendation of joining the Wisconsin Alliance of Cemeteries and 2 people to attend the annual conference of the Wi Alliance of Cemeteries for the 2023 Capital Budget.
17. Discussion/recommendation for Mary Sibbing, Cemetery Board President, to meet with Laura Duchemin, Lake Geneva City Treasurer, for financial report insight and report back to Cemetery Board with better understanding of cemetery revenue/disbursements/perpetual care, etc.
18. Review/discussion/recommendation on Tom Earles monthly report.
19. Future agenda items
20. Set next meeting date/time.
21. Adjournment.

CEMETERY BOARD MINUTES
Wednesday, August 17, 2022
Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 6:57 pm.

Roll call.

Present: Mary Sibbing, Ruth Monico, Patrick Quinn, Terry Krohn,
Alderman Fesenmaier (arrived at approximately 7:03).

Guests: Chris Brookes.

Comments from the Public limited to 5 minutes, limited to items on the agenda: None

Approve Cemetery Board Minutes, July 20, 2022 meeting. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion carried 4-0.

Alderman Fesenmaier arrived.

Discussion/Motion to approve 2 people to attend the annual conference of the WI Alliance of Cemeteries. Motion made by Alderman Fesenmaier and seconded by Patrick Quinn. Motion passed 5-0.

Discussion on the City Council approving the request of Chris Brookes representing Black Point for Oak Hill and Pioneer Cemetery walks. No response has been received from the City Council. Alderman Fesenmaier will follow up on the request and report at the next meeting. Dates are: Pioneer, September 10, 11th; Oak Hill October 8, 15.

Follow up discussion on location for placement of Oak Hill Historic sign which has been ordered and will arrive soon. The Sturgis family has agreed to have the sign placed on the left pillar at the entrance to the cemetery. Continue discussion next meeting.

Discussion to continue to the next meeting vote on change of title from Board to Commission, Refer to May 18, 2022 meeting minutes and Ordinance Sec. 2-303.

Discussion/recommendation to increase Cemetery Board members from 5 to 7. Follow up next meeting.

Resolved: Oak Hill and Pioneer Cemeteries are already included in the Walworth County Genealogical Society. Additional information is available through the www.walworthcgs.com website.

Motion by Pat Quinn and seconded by Terry Krohn to meet with Tom Earle to review line items and financials. Motion passed 5-0.

Update on the tree for Jim Davis memorial in Oak Hill Cemetery. Clint Melacon will place the tree in front of the Chapel. Follow up with Dave Desimone from Black Point and Chris Brookes will report next month. Historic Preservation will look into a dedication ceremony on October 8th before the tour.

Continue looking into how we apply for grants for cemetery improvement projects to the next meeting.

Motion made by Pat Quinn and seconded by Terry Krohn to refer to Tom Earle about acquiring adjunct land to Oak Hill Cemetery. Also, 1) water main break repair (possibly at the time roads paved), 2) Oak Hill bathroom repaired to eliminate porta potty and 3) buildings (both office and shed at top of the hill) repairs/updates. Motion passed 5-0.

Pontem Tracking System will be ready in the near future. Mary Jo Fesenmeier will look into the initial and annual cost and report at the next meeting. Nan Elder has been very helpful and will be thanked for her work at a later date.

Motion made by Pat Quinn and seconded by Terry Krohn to include the Wisconsin Alliance of Cemeteries membership fee and attending the annual conference in the 2023 Budget and yearly after that. Motion passed 5-0.

Future agenda items-financials and other items noted for continuing to the next meeting.

Next meeting will be Wednesday, September 7, 2022, 7:00 pm. Lake Geneva City Hall, Conference Room C.

Motion by Patrick Quinn to adjourn and seconded by Terry Krohn. Motion carried 5-0. Meeting was adjourned at 8:05 pm.

Respectively submitted,
Ruth Monico, Secretary



City of Lake Geneva

Department of Public Works

1065 Carey St,

Lake Geneva, WI 53147

262.248.6644

To: Department of Public Works

From: Tom Earle, Director Public Works & Clint Meloncon, Sexton, Lake Geneva Cemeteries

RE: September 2022 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

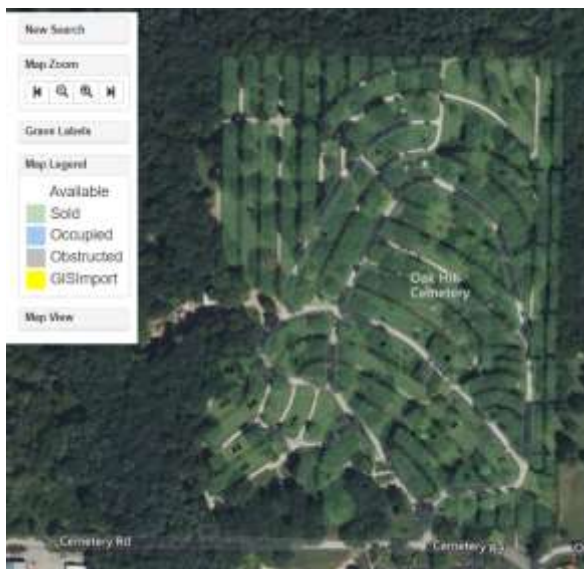
Monthly Oak Hill Cemetery Update - Interments	
Date	Type
August 11, 2022	Full
August 13, 2022	Cremation
August 24, 2022	Full
August 27, 2022	Cremation

UPDATE TREE PLANTING

The location of the new dedicated oak tree will be in front of the Oak Hill Cemetery Chapel. Per the Arborist, the tree will be planted on behalf of Jim Davis, Geneva Lake Museum Docent and will take place on a date still to be determined in the fall.

PONTEM SOFTWARE UPDATE

Pontem installed and activated the ERSI software, and Nan is working on adding in the burials from 2017 to current. If the Cemetery Committee has a low res image they would like to use as an overlay display for the Cemetery page on the city's website banner, please forward to the DPW Admin, Elder. The image size for the photo needs to be at least 1380 pixels in width and 515 pixels in height.





City of Lake Geneva

Department of Public Works

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EQUIPMENT

The cemetery staff is having difficulty with two of the mowers. The street department crew is assisting with the repair of these mowers, and the mowing of the lawns at both cemeteries.

LOTS TO CONSIDER as LAND ACQUISITIONS for OAK HILL EXPANSION (see attached map)

Purchase of ZA 400001 thru 400004 for Oak Hill expansion

Purchase of east section of ZA 93000002 for Oak Hill expansion

Purchase of east section of ZA 3400003 for Oak Hill expansion

Purchase of east section of ZYUP 00040B for Oak Hill expansion

Purchase of east section of ZYUP 00040A for Oak Hill expansion

Purchase of south east section of: ZA236900002 for Oak Hill expansion

Purchase partial lot, south area of JA492000004 for Oak Hill expansion

It is recommended by DPW that when/if these lots become available the City should consider their purchase. Note, the highlighted lots above are currently for sale.

CHAIRMAN SIBBING & DPW DIRECTOR EARLE MET TO GO OVER SOME 2023 BUDGET ITEMS

Columbarium: The current columbarium is getting full. We would recommend the Cemetery Board consider placing money in the budget within the next five years for a new Columbarium.

Auto Gates at Shop Buildings: This is needed as now anyone can drive right into the shop area day or night.

Oak Hill Drainage Issues: There are several drainage areas especially on the east side of Oak Hill that need attention.

Roadways: We should be thinking about repaving some existing roads in Oak Hill as well as paving some of the grass roads. Many times in winter and rainy times we have funerals in areas with grass roads and it can be a real mess.