

City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147
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CEMETERY BOARD
WEDNESDAY, APRIL 20, 2022 – 5:30 P.M.
LAKE GENEVA CITY HALL, CONFERENCE ROOM 2C
626 GENEVA ST, LAKE GENEVA

AGENDA

Members: Terry Krohn, Ruth Monico, Patrick Quinn, Mary Sibbing, Alderman Fesenmaier

1. Meeting called to order – Alderman Fesenmaier
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
4. Election of President, Vice President, and Secretary
5. Approval of Cemetery Board Minutes from September 25, 2019
6. Review Cemetery Board Ordinance
7. Review Financials - March 2022
8. Date, Agenda items, and Location for next meeting
9. Adjournment

*This is a meeting of the Cemetery Board.
No official City Council action will be taken; however, a quorum of the City Council may be present.*

OAK HILL CEMETERY BOARD MINUTES
WEDNESDAY, SEPTEMBER 25, 2019
LAKE GENEVA, CITY HALL, CONFERENCE ROOM 2C

Chairman Read called the meeting to order at 4:00 p.m.

Roll Call:

Present: Clarence Read, Ken Howell and Maureen Allenstein, Arleen Krohn

Absent: Ken Howell

Also present: Public Works Director Tom Earle and City Administrator Dave Nord

Comments from the public as allowed by Wis. Stats. 19.84(2). limited to items on this agenda except for public hearing items. Comments will be limited to five minutes.

None

Approval of Cemetery Board Minutes from May 15, 2019

Motion by Allenstein to approve the minutes of May 15, 2019, second by Krohn. Motion carried 3-0

Update regarding Oak Hill Cemetery water and sewer: Public Works Director Earle reported to the committee that their recommendation was forwarded to other committees for consideration, but that the Public Works Committee and the Finance Committee decided to not extend water and sewer service to the cemetery. General discussion was held and Board members indicated they will speak with members of the City Council.

Discussion / Recommendation regarding equipment for the cemetery: Public Works Director Earle stated that he had budgeted for new mowers for use in the cemetery and that the requests are currently going through the city's budget review process.

Alenstein so moved to move agenda item eight (8) up to item seven (7). Read seconded the motion. Motion carried 3-0.

Update regarding headstone restoration project: Public Works Director Earle reported to the committee that he budgeted money in 2019 for headstone repairs. It was hoped that the money would allow the repair of 15 headstones, but in fact, ended up repairing 60 headstones. Earle passed around various photos showing before and after images of some of the headstones that were repaired.

Discussion / Recommendation regarding computerized mapping of Oak Hill Cemetery. Nord reported that nothing more has been done in regard to this topic and that no additional action is anticipated.

Date and Agenda items for next meeting: Chairman Read stated the next meeting would be December 11, 2019 at 4pm. One item identified for the next agenda is "Requiring footings for certain sized headstones.

Adjournment: Motion by Allenstein to adjourn the meeting, Seconded by Krohn. Motion carried 3-0. The meeting adjourned at 4:18 p.m.

Chapter 2. Administration

ARTICLE V. BOARDS AND COMMISSIONS

DIVISION 5. CEMETERY BOARD

[Ord. No. 08-02, 3-10-2008; amended in its entirety 1-13-2014 by Ord. No. 14-01]

Sec. 2-301. Composition.

- (a) Size. The Cemetery Board shall consist of five members who shall be appointed by the Mayor and confirmed by the Common Council. All members of the Cemetery Board shall be residents of the City of Lake Geneva. At least one member shall be a Common Council representative.
- (b) Term. The terms of all members of the Cemetery Board shall be for two years. For the term beginning on May 1, 2014, two citizen member's terms shall expire April 30, 2015, and two member's terms shall expire April 30, 2016. Any member of the Common Council appointed to the Cemetery Board shall be appointed for a one-year term and be appointed at the annual organizational meeting or at a reasonable time thereafter.
- (c) Eligibility. Any elector of the City, whether or not he/she holds a public office, shall be eligible to be appointed as a member of the Cemetery Board. No more than two members of the Common Council shall be members of the Cemetery Board at any one time.
- (d) Members of the Cemetery Board shall serve without compensation.

Sec. 2-302. Officers.

- (a) Officers of the Cemetery Board shall be elected annually in May.
- (b) Officers of the Cemetery Board shall be elected by the appointive members of the Cemetery Board. The Cemetery Board shall select a President, Vice President and Secretary.

Sec. 2-303. Authority and duties.

- (a) The Cemetery Board shall have the following authority and duties:
 - (1) Serve in an advisory capacity to the Common Council on all cemetery related issues.
 - (2) Cooperate with the Director of Public Works, subject to final authority by the Common Council, in allocating labor and machine work necessary to landscape and maintain the cemetery grounds in accordance with rules and regulations of the cemetery.
 - (3) Recommend, in cooperation with the Comptroller and Administrator, to the Common Council, from time to time, as to the investment and handling of cemetery accounts and funds.
 - (4) Communicate with the public, in cooperation with the Comptroller and Administrator, as to the funding needs of the cemetery, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering gifting or bequeathing monies to the cemetery.
- (b) All meetings shall be held at City Hall.

Sec. 2-304. Authority of Common Council.

- (a) Final authority. The Common Council shall have the final authority over all issues and decisions which will likely have a substantial effect upon the cemetery. The Common Council may not take action on such issues or decisions until after review and recommendation by the Cemetery Board. However, the Common Council may direct any other specific issue not enumerated herein, to the Cemetery Board for review, whereby the Cemetery Board shall have 60 days to complete a review and report a recommendation to the Comptroller. If the Cemetery Board fails to report on any issue within such sixty-day period, the Common Council may act without recommendation, unless more time is specifically granted to the Cemetery Board by resolution of the Common Council. This authority shall cover, but not be limited to, the following issues:

- (1) Accepting or conveying personal property with a fair market value of greater than \$1,000.
 - (2) Borrowing or lending funds.
 - (3) Cemetery employee labor relations and negotiations.
 - (4) Entering into any service or other contracts where the consideration for such contract has a fair market value of greater than \$1,000 in any one-year period.
- (b) Exclusive authority. The Common Council shall have exclusive authority, which means it has the sole authority to act with or without review and recommendation of the Cemetery Board, over the following issues:
- (1) Accepting or conveying any interest in real estate, other than for the sale of burial lots or individual grave site easements.
 - (2) Investment and control of all cemetery accounts and funds, including, but not limited to, the investment and control of all gifts, memorials or bequests from estates. The Administrator and/or the Comptroller may be directed by the Common Council to act as representative of the Common Council for the purpose of carrying out the Common Council's authority under this subsection.

Sec. 2-305. Authority of Comptroller.

- (a) The Comptroller shall be responsible for the administration of all cemetery accounts and funds and is subject to the direction and authority of the Common Council as provided in Section 2-304(b)(2). This responsibility includes, but is not limited to, bookkeeping, accounting, collection and disbursement of funds, and any other duties as specified elsewhere in this division or this Code, as such duties relate to the cemetery.
- (b) The Comptroller shall annually report to the Common Council as to the status of all cemetery accounts and funds. Annual reports shall include, but not be limited to, the following:
 - (1) An accounting of amounts deposited in, amounts withdrawn from, other income accruing to and the balance at the close of the reporting period of such accounts.
 - (2) An accounting of all gifts received, income from gifts deposited in accounts not accounted for under Subsection (b)(1) of this section, amounts expended from those accounts and the balance of those accounts at the end of the reporting period.
 - (3) The name of any financial institution or other location of funds at the close of the reporting period.
- (c) The Comptroller may, according the direction of the donor and the conditions of any trust, invest or otherwise dispose of the moneys or property received by him or her in trust for any of the purposes of this division and according to the terms of the trust. The Comptroller shall in all things faithfully discharge such trust according to law.

Sec. 2-306. Review and reporting.

The Cemetery Board, under its normal meeting procedures, shall review and prepare a recommendation for the Common Council on all cemetery-related issues, with the exception of those issues falling under the Common Council's exclusive authority as designated in Section **2-304(b)**. The Common Council may also direct the Cemetery Board to review and prepare a recommendation on any cemetery-related issue, as the Common Council deems appropriate. The Cemetery Board shall then report in writing to the City Clerk all such issues that have been acted upon by the Cemetery Board. The Clerk shall place all such reported issues on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. If necessary, the Administrator may petition for the scheduling of a special meeting for an issue which requires immediate action or approval. Any member of the Common Council may choose to take an issue off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate. The Cemetery Board, in so reporting such issues to the Clerk, shall provide a background summary of the issue and a specific recommendation to the Common Council as to action or approval.

Sec. 2-307. Sexton.

The Cemetery Board shall hire a Sexton, subject to the approval of a majority of the Common Council, whose salary shall be paid from funds as specified by the Common Council. The Sexton shall be responsible for the day-to-day operations of the cemetery, subject to the direction of the Director of Public Works and final authority of the Common Council. The Sexton may attend Cemetery Board and/or Common Council meetings, but is not required to and will not be paid for such attendance unless specifically directed to attend by affirmative vote of the Cemetery Board or the Common Council. The specific duties of the Sexton shall include:

- (1) Administration and enforcement of the rules and regulations of the cemetery as established in Section **2-308(b)**;
- (2) Serving as an advisor to and representative of the Cemetery Board as directed by the Cemetery Board.

Sec. 2-308. Cemetery rules, regulations and fee schedules.

- (a) Cemetery Board's procedural rules. The Cemetery Board shall adopt its own procedural rules for the operation of its meetings and for other purposes, as needed.

- (b) Establishment and review. The Cemetery Board shall establish and at least annually review rules and regulations for the cemetery, as well as a fee schedule for all cemetery-related fees, easement prices, and the like. A copy of such rules and regulations and fee schedule shall be kept and made available to the public at the Clerk's and the Comptroller's office. The Cemetery Board shall report in writing to the Clerk and Comptroller any proposed change, repeal or amendment to the rules and regulations and fee schedule as the Cemetery Board has deemed appropriate by affirmative vote. The Clerk shall then place such proposals on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. Any member of the Common Council may choose to take a proposal off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate.

Sec. 2-309. through Sec. 2-312. (Reserved)

Account Number	Account Title	2022-22 Period Actual	2022-22 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY OPERATIONS						
CEMETERY OPERATIONS						
CEMETERY OPERATIONS						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	.00	3,225.00	3,250.00	25.00	99.23
48-00-00-46540	SALE OF GRAVES/NICHES	600.00	2,875.00	12,000.00	9,125.00	23.96
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	.00	.00	700.00	700.00	.00
48-00-00-46560	BURIAL INTERNMENTS	700.00	4,350.00	26,000.00	21,650.00	16.73
48-00-00-48110	INVESTMENT INCOME	.00	32.89	150.00	117.11	21.93
48-00-00-49100	APPL OF PRIOR YEARS APPROP	.00	.00	40,430.00	40,430.00	.00
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	530.92	1,637.75	13,000.00	11,362.25	12.60
Total CEMETERY OPERATIONS:		1,830.92	180,120.64	263,530.00	83,409.36	68.35
CEMETERY OPERATIONS						
48-00-00-51200	CEM WAGES	3,604.09	18,020.42	95,300.00	77,279.58	18.91
48-00-00-51250	CEM OVERTIME	19.46	673.77	3,725.00	3,051.23	18.09
48-00-00-51260	CEM SEASONAL LABOR	.00	.00	12,300.00	12,300.00	.00
48-00-00-51270	CEM ADMIN ASSISTANT	.00	.00	21,025.00	21,025.00	.00
48-00-00-51340	CEM LIFE INSURANCE EXP	23.45	70.35	675.00	604.65	10.42
48-00-00-51345	CEM HEALTH INSURANCE	1,015.52	3,046.56	40,485.00	37,438.44	7.53
48-00-00-51350	CEM DENTAL INSURANCE	35.00	105.00	1,500.00	1,395.00	7.00
48-00-00-51355	CEM VISION INSURANCE	2.85	8.55	120.00	111.45	7.13
48-00-00-51360	CEM RETIREMENT EXPENSE	235.54	1,284.93	7,805.00	6,520.07	16.46
48-00-00-51370	CEM DISABILITY EXP	29.02	87.06	430.00	342.94	20.25
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,200.00	1,200.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	273.95	1,502.39	10,125.00	8,622.61	14.84
48-00-00-52210	CEM TELEPHONE EXP	2.16	171.90	1,350.00	1,178.10	12.73
48-00-00-52220	CEM ELECTRICITY EXP	.00	580.32	2,000.00	1,419.68	29.02
48-00-00-52240	CEM GAS HEAT EXP	.00	221.51	1,200.00	978.49	18.46
48-00-00-52260	CEM WATER/SEWER EXP	220.00	440.00	3,500.00	3,060.00	12.57
48-00-00-52400	CEM BUILDING REPAIRS	23.78	23.78	2,000.00	1,976.22	1.19
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	.00	18.45	3,300.00	3,281.55	.56
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
48-00-00-53400	CEM OPERATING SUPPLIES	36.00	36.00	3,000.00	2,964.00	1.20
48-00-00-53410	CEM FUEL EXPENSE	.00	828.85	5,000.00	4,171.15	16.58
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	.00	500.00	500.00	.00
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	.00	569.57	3,000.00	2,430.43	18.99
48-00-00-53600	CEM MAINT SERVICE EXP	.00	.00	1,700.00	1,700.00	.00
48-00-00-53620	CEM GROUNDS/LANDSCAPING	276.18	276.18	5,000.00	4,723.82	5.52
48-00-00-53990	CEM MISC EXP	.00	.00	350.00	350.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	.00	15,325.00	15,325.00	.00
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	.00	165.00	165.00	.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	.00	15,000.00	15,000.00	.00
Total CEMETERY OPERATIONS:		5,797.00	29,165.59	263,530.00	234,364.41	11.07
Total CEMETERY OPERATIONS:		7,627.92	209,286.23	527,060.00	317,773.77	39.71
CEMETERY OPERATIONS Revenue Total:		1,830.92	180,120.64	263,530.00	83,409.36	68.35
CEMETERY OPERATIONS Expenditure Total:		5,797.00	29,165.59	263,530.00	234,364.41	11.07

Account Number	Account Title	2022-22 Period Actual	2022-22 Current year Actual	Current year Budget	Variance Current year	% of Budget
	Net Total CEMETERY OPERATIONS:	3,966.08-	150,955.05	.00	150,955.05-	.00
	Net Grand Totals:	3,966.08-	150,955.05	.00	150,955.05-	.00

Nan Elder

From: City Clerk

Sent: Wednesday, March 9, 2022 4:23 PM

To: Mayor

Cc: City Administrator; Tom Earle

Subject: RE: Preliminary Council Agenda

I have added this to the agenda and I have given them staggered terms, based on what the ordinance stated at its creation. Here's what I have placed on the agenda:

1. Mayoral Appointments

- a. Confirming the appointments of the Cemetery Board for the following:
 - Alderperson Fesenmaier; term to expire May 1, 2023
 - Mary Sibbing; term to expire May 1, 2023
 - Patrick Quinn; term to expire May 1, 2023
 - Terry Krohn; term to expire May 1, 2024
 - Ruth Ann Monico; term to expire May 1, 2024