

Lake Geneva Cemetery Board
Wednesday, July 20, 2022 – 7pm
Lake Geneva City Hall Conference Room 2C
626 Geneva Street, Lake Geneva, WI 53147

President-Mary Sibbing
Vice President-Terry Krohn
Secretary-Ruth Monico
Member-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
Except for public hearing items. Comments will be limited to 5 minutes.
4. Approve Cemetery Board minutes from the Wednesday, June 15, 2022, meeting.
5. Discussion/recommendation on the follow up regarding inviting Tom Earle to our August meeting.
6. Discussion/recommendation to repair Oak Hill bathroom.
7. Discussion/recommendation on follow up of joining Walworth County Genealogical Society.
8. Discussion/recommendation on follow up regarding Oak Tree to be planted in Oak Hill in memory of Jim Davis, Museum Docent. Tree Board is contact committee.
9. Discussion/recommendation regarding follow up on joining Wi Alliance of Cemeteries.
10. Discussion/recommendation regarding follow up on Oak Hill historic sign placement.
11. Discussion/recommendation update on Pontem software consultation/demonstration for the committee.
12. Discussion/recommendation to acquire adjunct land to Oak Hill Cemetery.
13. Discussion/recommendation to increase Cemetery Board members from 5 to 7.
14. Discussion/recommendation regarding removal of water spigots at Oak Hill Cemetery.
15. Discussion/recommendation to revisit/reconsider changing ordinance from Cemetery Board to Cemetery Commission. See May 18, 2022, meeting minutes. Ordinance Sec.2-303 Authority & Duties.
16. Discussion/recommendation regarding reaching out to newly hired Comptroller for cemeteries financial report insight
17. Discussion/recommendation to review cemeteries financial reports January to date.
18. Discussion/recommendation regarding Pioneer Cemetery planting/watering live plants.
19. Future agenda items
20. Set next meeting date/time.
21. Adjournment.

CEMETERY COMMISSION MINUTES
Wednesday, June 15, 2022
Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 7:02 pm..

Roll Call

Present: Mary Sibbing, Ruth Monico, Patrick Quinn, Terry Krohn, Alderman Fesenmaier. Guests: Chris Brookes.

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

Approve Cemetery Commission Minutes, May 18, 2022 meeting. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion carried 5-0.

Discussion on inviting staff/Tom Earle to attend a Commission meeting to address some of our concerns. Mary will discuss with Tom and set a date for a meeting. Motion made by Terry Krohn to invite staff/Tom to a future meeting. Seconded by Patrick Quinn. Motion carried 5-0.

Discussion regarding additional information be added at the bottom of the informational sign at Oak Hill Cemetery. Mary reported that a phone number has been added to the bottom of the informational signage.

Discussion on repairs needed for the Oak Hill bathroom and removing the porta potty. Tom Earle has sent a packet regarding the costs involved. Motion made by Patrick Quinn to postpone discussion until the next meeting. Seconded by Terry Krohn. Motion carried 5-0.

Discussion joining Wisconsin Cemetery Association. A quarterly newsletter is sent to members. An annual conference will be held September 7, 8, 9, 2022 in Green Bay. More discussion to follow regarding the Wisconsin Alliance of Cemeteries. Mary to discuss with Dave Nord and will also check how many new burials there are in the cemeteries which is used to determine membership fees. Motion made by Patrick Quinn to join the Wisconsin Alliance of Cemeteries. Seconded by Terry Krohn. Motion passed 5-0.

Discussion on joining the Genealogical Society. We only need to provide the name of our Sexton for our cemeteries. Mary passed out some information about other cemeteries. Motion made by Patrick Quinn to submit the name of our Sexton to the Genealogical Society. Seconded by Terry Krohn. Motion passed 5-0.

Discussion on where to place the Oak Tree in honor of Jim Davis, Geneva Lake Museum. Tom Earle and Sexton, Clint Malacon (SP?), and John Foster, Arborist, to pick a tree and a location for the tree. Motion made by Patrick Quinn to continue discussion at our next meeting. Seconded by Ruth Monico. Motion carried 5-0.

Discussion regarding placement of Oak Hill State Register of Historic Place sign. The Lake Geneva Historical Commission had the item on their agenda this month. Ken Etton noted a location has been found,

and Patrick Quinn stated he also has been working with them. Mary to follow up with the LG Historical Commission.

Update on Pontem Online Search Services. Contract has been renewed and work will begin again. Mary Jo made a motion to arrange a presentation/update Pontem for our next meeting, without additional costs involved. Seconded by Patrick Quinn. Motion passed 5-0.

Review Financials, January to May, 2022. Motion made by Ruth Monico to postpone discussion until Mary can meet with the new Comptroller (July) and has had time to look over the finances. Seconded by Terry Krohn. Motion carried 5-0.

Future meeting agenda items and next meeting date – Wednesday, July 20, 2022.

Mary is interested in having flowers placed at the entrance of Pioneer Cemetery. Mary had a discussion with Emily Hummel, President of the Maple Park Association, about planting flowers, but Mary wasn't sure how they would be watered. Mary will talk with John Foster, Arborist, to see if his employees may be able to water them at the same time they are watering some of the trees in that area. Discussion to continue next meeting.

Revisit discussion regarding commission vs board at the next meeting..

Next meeting will be Wednesday, July 20, 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 8:04 pm.

Respectfully submitted,
Ruth Monico, Secretary

City of Lake Geneva
Finance, License, & Regulation Committee
July 5, 2022

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	<u>\$ 76,305.25</u>
2. Debt Service	20	<u>\$ -</u>
3. Lakefront	40	<u>\$ 7,863.37</u>
4. Capital Projects	43	<u>\$ 3,200.26</u>
5. Parking	42	<u>\$ 24,475.99</u>
6. Cemetery	48/49	<u>\$ 4,691.68</u>
7. Equipment Replacement	50	<u>\$ 602.93</u>
8. Library Fund	99	<u>\$ -</u>
9. Impact Fees	45	<u>\$ 35,550.00</u>
10. Tourism Commission	47	<u>\$ 24,332.42</u>
11. Use of Building Funds-Library	98	<u>\$ -</u>
 Total All Funds		 <u><u>\$177,021.90</u></u>

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CONWAY SHIELD:				268.00
DELGADO, JENNIFER & FRANK				
REIMB 6/5/22	06/05/2022	SEC DEP-DELGADO 6/5/22	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REIMB 6/5/22	06/05/2022	SEC GRD,SETUP-DELGADO 6/5	40-55-10-46740 UPPER RIVIERA REVENUE	284.00-
Total DELGADO, JENNIFER & FRANK:				716.00
DEROECK, LAURA				
LGWI-21-14 13	08/24/2021	EMS REFUND-OVER-PAYMENT	11-22-00-46240 FIRE/EMS BILLING REVENUE	53.86
Total DEROECK, LAURA:				53.86
DINGES FIRE COMPANY				
29896	06/16/2022	LOCKWOOD HOOKS	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	522.00
Total DINGES FIRE COMPANY:				522.00
DUNN LUMBER				
1097706	05/31/2022	BUSHING,VALVE	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	21.67
1098006	05/31/2022	NUTS,BOLTS,FUEL	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	44.06
1114738	06/15/2022	GRINDING WHEEL	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	4.19
1115856	06/16/2022	PAINT/POLY	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	25.78
1118460	06/20/2022	CEMNT WTRSTP-SS REPAIR	11-32-15-54500 STORM SEWER MAINTENANCE	33.87
1118468	06/20/2022	BATTERIES,BRUSH-PK BATH	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	43.06
1119926	06/21/2022	BULB	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	4.19
1126419	06/27/2022	TREE MOISTURE METER	11-32-13-54300 TREE & BRUSH OPER SUPPLIES	16.99
1127287	06/28/2022	NUTS,BOLTS	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	1.98
1128168	06/28/2022	WASP SPRAY	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	4.59
Total DUNN LUMBER:				200.38
EAGLE MEDIA INC				
00134858	06/08/2022	MOURNING BANDS	11-21-00-51390 PART TIME UNIFORM EXPENSE	21.90
00134875	06/13/2022	WISNIEWSKI	11-21-00-51380 PD UNIFORM ALLOWANCE	17.88
Total EAGLE MEDIA INC:				39.78
EDWARD JONES				
PERP CARE-A	06/30/2022	PERPETUAL CARE DEP-APR-JU	49-00-00-24200 DUE TO INVESTMENT ACCT	4,625.00
Total EDWARD JONES:				4,625.00
ELKHORN CHEMICAL CO INC				
644169	06/20/2022	TP,SOAP,AIR FRESH	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	249.08
Total ELKHORN CHEMICAL CO INC:				249.08
ELKHORN NAPA AUTO PARTS				
271262	06/28/2022	HOSE FITTING-LOADER #35	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	16.12
Total ELKHORN NAPA AUTO PARTS:				16.12
EMERGENCY LIGHTING & ELECTRONICS LLC				
210653	05/31/2022	204 WHELEN SIREN CONNECT	50-21-00-58000 POLICE EQUIPMENT PURCHASES	27.93



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, Clint, Sexton Public Works
RE: July 2022 Report

CEMETERY UPDATE

JUNE OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments			
Date	Type		
June 6 2022	Cremation		
June 14 2022	Cremation		
June 18 2022	Cremation		
June 21 2022	Full		
June 29 2022	Cremation		
June 30 2022	Full		
June 30 2022	Full		

REQUEST FOR ACCESS TO ATTEND CEMETERY MEETING VIA ZOOM

DPW Director, Earle asked the IT Consultant and City Clerk if there was a way to attend the meeting via Zoom and was informed that since the committee meets in Conference Room 2C it's not an option as there is no AV in that room.

OAK HILL BATHROOM AND PORTABLE TOILET

In the spring of 2019, the Oak Hill Cemetery office & Sexton shed septic tanks were condemned by the Building & Zoning Administrator, Walling. A study was conducted by Kapur & Associates with estimated costs for sewer and water from Cemetery Road to the Oak Hill office for \$258,787.50. To extend further from the office to the Sexton shed the cost estimate would have been an additional \$196,390.63. Please note, these estimates do not include bringing the existing restrooms in line with ADA compliance. In accordance with the City of Lake Geneva Municipal Code section 78-252 mandatory Sewer Connection is a requirement. According to this ordinance the city must connect to the sewer and water. Based on this information repairing and/or replacement of the existing system would be a violation of this city ordinance.

Installation of utilities which included engineering estimates went to the Public Works Committee in May of 2019, it was then unanimously denied at the Finance, Licensing, and Regulation meeting held on June 04, 2019. Based on this information the Finance, Licensing, and Regulation Committee directed the Department of Public Works to have two portable toilets at the location and forgo the Utility project.



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

UPDATE TREE REMOVALS & PLANTINGS

DPW assisted cemetery crew with removal of a few diseased trees. There are a few more to be removed on the scheduled list. DPW had to hire B&J Tree Service to remove a tree due to lack of equipment and difficulty on the east-side of Oak Hill (cost \$950). City Arborist, Foster working with the Tree Board on special tree planting in Oak Hill in memory of Jim Davis, Museum Docent.

PONTEM SOFTWARE UPDATE

The IT Consultant had to reconfigure the DPW hardware last week to prepare for the initial Pontem software installment. Pontem performed the first installation of the Data Manager application on the City of Lake Geneva's new hard drive. We're currently reviewing the data for accuracy from the installation and this will take some time.

ITEM #12 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.

WATERING SYSTEM

The water line used by visitors for graveside plantings has failed. The faulty waterline is over fifty years old and are no longer feasible to repair. Currently there is one working hydrant on the south-side of the office which DPW is working on signage to identify and instruct visitors. The remainder of the hydrants were removed. At this time there are no funds to replace the water system.

WATERING OF LIVE PLANTS AT PIONEER

DPW Director, Earle will speak with City Arborist, Foster to consider watering of live plants when watering trees at Pioneer Cemetery (opportunity would be once a week with tree plantings). Consideration of over and/or beyond budget would suggest option to utilize BID watering contractor. Note, if the committee desires live plantings at the cemetery please include in the Cemetery budget this fall.



CITY OF LAKE GENEVA

COMMITTEE VOLUNTEER APPLICATION

Thank you for your interest in serving on one of the City's Boards, Committees or Commissions. Information about the scope and duties of the various bodies is available on the City website in the City Ordinances.

Please complete the following form and return it to City Hall. When there is a vacancy or expiring term, your application will be considered. Applications are to be submitted by March 1st in order to ensure consideration for a May 1st appointment. Applications are kept on file for a period of two years. If you have any questions about the role or functions of a particular Board, Commission or Committee, please contact the City Clerk's Office at (262) 249-4092.

BOARDS, COMMITTEES, COMMISSIONS

Please indicate the Boards, Committees or Commissions you are interested in serving on (no more than three). Please list first, second and third choice.

☐ Parking Commission	☐ City Plan Commission
☐ Historic Preservation	☐ Library Board
☐ Police & Fire Commission	☐ Tree Board
☐ Zoning Board of Appeals	☐ Communications Committee
☐ Cemetery Committee	☐ Board of Park Commissioners
☐ Utility Commission	☐ Avian Committee

APPLICANT INFORMATION

Applicant Name: _____

Home Address: _____

Email: _____ Phone: _____

Occupation: _____

How long have you been a City resident? _____

Why do you want to serve on this/these Board(s), Committee(s), Commission(s):

Are you familiar with duties and responsibilities of the Committee? _____

Have you observed any meetings of this Committee(s)? _____

Please list any elective or appointive public positions or offices you hold:

--

Describe briefly your education and any work experience or other activity which in your opinion would be beneficial in carrying out the responsibilities of this office:

--

If appointed to this office, are there any other activities in which you are now engaged which would interfere with your regular attendance upon the duties required: If so, to what extent?

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Signature: _____ Date: _____

Please return completed applications to:
City Clerk
Lake Geneva City Hall
626 Geneva Street
Lake Geneva, Wisconsin 53147

For Office Use Only

Date Filed: _____

Date copy provided to Mayor: _____

Appointed to: _____

Date appointed: _____