

Lake Geneva Cemetery Board
Wednesday, October 26, 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
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, September 7, 2022, meeting.
5. Discussion/recommendation debriefing the Pioneer Cemetery and Oak Hill Cemetery tours the
Cemetery Board members attended.
6. Discussion/recommendation update regarding possible date Oak Tree to be planted in Oak Hill
in memory of Jim Davis, Museum Docent.
7. Discussion/recommendation regarding update on recent placement of the Oak Hill historic sign.
8. Discussion/recommendation on map acquired of Oak Hill Cemetery.
9. Discussion/recommendation update regarding Mary's meeting with City Comptroller and City
Treasurer on 10/19/2022 of the cemetery revenue, disbursements, perpetual care, etc. This
includes review of State Statue 157.11 (9g) **Care Fund for Cemetery Lots** (a) 2 and 2 (c)
10. Discussion/recommendation follow up of the Cemetery Board's approval of recommendations
of identified needs at Oak Hill Cemetery for possible budgeting of the following items: Joining Wi
Alliance of Cemeteries and 2 people attending annual conference; water/sewer up to top of the
hill; repave some existing roads and paving some grass roads; drainage issue on east side of
cemetery; repair/refurbish Sexton shed at top of road to include bathroom; auto gate for shop
building; future Columbarium.
11. Discussion/recommendation follow up regarding acquiring adjunct land to Oak Hill Cemetery.
12. Discussion/recommendation to review State Statue 157.115 (2) (a) **Abandonment of cemetery
lots** to possibly move forward with the process.
13. Discussion/recommendation to review and update the present Oak Hill Rules/Regulations and
consider these updates as ordinance requirements.
14. Review Tom Earle, DPW, monthly report, to include update on Pontem software demonstration
due to link from Nan Elder that is not accessible.
15. Discussion/recommendation to recognize Clint Melancon, Cemetery Sexton, for his 23 plus years
of service and dedication.
16. Future agenda items. (Possible acceptance of Grants/Donations)
17. Set next meeting date/time.
18. Adjournment.

CEMETERY BOARD MINUTES

Wednesday, September 7, 2022

Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 7:00 pm.

Roll call.

Present: Mary Sibbing, Ruth Monico, Patrick Quinn, Terry Krohn,
Alderman Fesenmaier (arrived at 7:20 p.m.).

Guests: Chris Brookes, Joan Lagerdorf, Robert Dvorak, Robert's sister, and Bruce Dale.

Comments from the Public limited to 5 minutes, limited to items on the agenda:

The Dvorak and Dale families expressed their concern with the planned Cemetery walk in Oak Hill Cemetery. Their family members are buried in Oak Hill and according to a website they saw for an Oak Hill Cemetery Event, thought the walk was disrespectful and should not be seen as an 'attraction,' as it appeared to them. Patrick and Mary addressed their concerns and Chris Brookes gave additional information on the walks. It was explained that the Cemetery tours honor past residents who have contributed to the growth of the town of Lake Geneva. The families showed the Board the website that concerned them and the Board understood their concerns. The website they were referring to is not affiliated with Black Point Estate and Gardens, who sponsors the cemetery walks. The Board feels their concerns were addressed. They were encouraged to attend the Oak Hill tour. They stayed for the rest of the meeting. Alderman Fesenmaier arrived at this point.

Cemetery Board Minutes from August 17, 2022, approved. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion carried 5-0.

Follow up Cemetery Walks: At their August 22 meeting, City Council approved the request of the Cemetery Board for Chris Brookes, representing Black Point, for the Oak Hill and Pioneer Cemetery walks.

Follow up Historic sign: The historic sign for Oak Hill Cemetery will be ready around September 26th. At this time, a specific time frame to mount the sign was unavailable.

Follow up on tree planting to honor Jim Davis, former Geneva Lake Museum Docent. The placement of the tree will be located in front of the Chapel. The plaque will be paid for by the Historic Preservation Committee. The Historic Preservation Committee will look into a dedication ceremony before the tour.

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

Follow up discussion regarding purchasing adjacent private land with tax key numbers ZA400001, ZA400002, ZA400003, and Z400004 for Oak Hill Cemetery expansion. Mary met with Tom Earle, and his suggestion was for the Cemetery Board to look into moving forward with the purchase of the property. Mary Jo Fesenmaier suggested we look into the right of eminent domain with regards to those properties. Motion made Patrick Quinn and seconded by Terry Krohn. Motion passed 5-0.

Follow up: Mary discussed the 2023 budget with Tom Earle, and it was agreed that several items are a priority. Water and sewer repair up to the top of Oak Hill Cemetery and water spigots are some of those priorities. Discussion followed. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion passed 5-0.

Discussion and recommendation that a new Columbarium in Oak Hill Cemetery be part of a long-term budget included in the Capital Improvement Project Budget. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion passed 5-0.

Discussion and recommendation to repave Oak Hills existing roadways and paving some grass roads for the 2023 Capital budget. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion passed 5-0.

Discussion and recommendation to repair/refurbish the Oak Hill Sexton Shed at top of roadway and to include the bathrooms accessible to the public in the Capital Improvement Project Budget. Motion made by Patrick Quinn, seconded by Terry Krohn. Motion passed 5-0.

Discussion and recommendation to repair Oak Hill drainage issues in the 2023 Capital Budget. Motion made by Patrick Quinn, seconded by Terry Krohn. Motion passed 5-0.

Discussion and recommendation to approve repair of Oak Hill Shop Buildings auto gate for the 2023 Capital Budget.
Motion made by Patrick Quinn and seconded by Terry Krohn. Motion passed 5-0.

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. Motion made by Alderman Fesenmaier and seconded by Patrick Quinn. Motion passed 5-0.

Recommendation for Mary to meet with Laura Duchermin, City of Lake Geneva Treasurer, for financial report insight and report back to Cemetery Board with better understanding of cemetery revenue, disbursements, perpetual care, etc. Motion made by Ruth Monico and seconded by Patrick Quinn. Motion passed 5-0.

Reviewed Tom Earles' Monthly report. Alderman Fesenmaier suggested including in his next report the total number of interments in a grid and the total money collected for interments. Mary to discuss with Tom Earle.

Pontem report. Nan Elder stated it will take time to accurately input all the information.

Future agenda items: look into grants or donations as additional sources of revenue.
review of the cemetery walks.
permits needed for cemetery walks or special events on cemetery grounds.

Next meeting will be Wednesday, October 26, 2022, 7:00 pm. Lake Geneva City Hall, Conference Room C.

Motion by Terry Krohn to adjourn, and seconded by Ruth Monico. Motion carried 5-0. Meeting was adjourned at 8:17 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: October 2022 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments

Date	Type
9/2/2022	Cremation
9/6/2022	Full
9/7/2022	Cremation
9/8/2022	Full
9/13/2022	Full
9/24/2022	3 Columbarium
9/30/2022	Cremation
9/30/2022	Columbarium

Dir. Earle sent an email on 9/28/22 to the Cemetery Chair in reference to the September minutes indicating most of the burials are handled by Funeral Homes. The Funeral Homes include the opening and closing of graves in their fees to the families, and then the Funeral Home forwards payment to the City's Comptroller/Treasurer's Office on behalf of the family.

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. DPW Admn has placed the donated granite plaque order for Jim Davis from the LG Historic Preservation Commission (see below).



PONTEM SOFTWARE UPDATE

DPW Admn has input the burial data provided from 2017 & 2018 and continues to work on the the remaining data.

City of Lake Geneva

Department of Public Works

1065 Carey St,

Lake Geneva, WI 53147

262.248.6644

CEMETERY CITY WEBPAGE

Does the Cemetery Committee have a low res image they would like to use as an overlay display for the Cemetery page on the city's website banner? Please indicate if there's an image the committee would like to use and forward to DPW office. The image size of the photo needs to be at least 1380 pixels in width and 515 pixels in height.

LAND ACQUISITIONS for OAK HILL EXPANSION (see attached map) was on 10/4/22 FLR Agenda

[illegible]

DPW Admn worked with Chairman Sibbing to obtain the listing & pricing regarding the purchase of ZA 400001 thru 400004 for Oak Hill expansion and it was placed on the 10/4/22 FLR Agenda.

Director Earle ordered large cemetery maps for Chairman Sibbing, and DPW Admin shared dated Rules & Regulations for Oak Hill Cemetery to be reviewed by the committee. Please forward any recommendations or suggestions to the rules & regulations.