

Lake Geneva Cemetery Board
Wednesday, November 16, 2022 – 4:30pm
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, October 26, 2022, meeting.
5. Discussion/recommendation regarding update on the completion of the Oak Hill Cemetery Historic Sign.
6. Discussion/recommendation update on Jim Davis memorial tree and plaque dedication ceremony at Oak Hill Cemetery.
7. Discussion/recommendation update on Oak Hill Cemetery and Pioneer Cemetery maps now displayed in City Hall conference room C.
8. Discussion/recommendation to increase number of board members.
9. Discussion/recommendation to review State Statute 157.11 (2) (a) thru (4) (b) **Abandonment of Cemetery Lots** to possibly move forward with the process.
10. Discussion/recommendation to review and update present Oak Hill Cemetery Rules/Regulations and to include Pioneer Cemetery in these Rules/Regulations.
11. Discussion/recommendation to consider updated Cemetery Rules/Regulations as ordinance.
12. Discussion/recommendation regarding FLR meeting Nov. 1, 2022. Cemetery Board recommendation remains in closed session pursuant to State Statute.
13. Discussion/recommendation to review City Ordinance, Division 5, Cemetery Board Sec. 2-303 (a) (4) Sec. 2-304 (b) (2), and Sec. 2-305 (b) (2) and Sec. 2-305 (c). for the possibility of accepting grant/donations.
14. Discussion/recommendation to determine the 2 people to attend the annual conference of the Wi Alliance of Cemeteries as allowed in the budget.
15. Discussion/recommendation to review State Statute 157.11 (9g) **Care Fund for Cemetery Lots** (a) 2 and 2 (c).
16. Discussion/recommendation review of Lake Geneva Comptroller's monthly financial report to include approved Oak Hill Cemetery budgeted items.
17. Discussion/recommendation of Mary's update on the Cemetery Boards ability to review Pontem link prior to Pontem going live.
18. Discussion/recommendation regarding review of Tom Earle, DPW, monthly report.
19. Future agenda items
20. Set next meeting date/time.
21. Adjournment.

CEMETERY BOARD MINUTES

Wednesday, October 26, 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

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

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

The Dvorak and Dale families stated they attended the Oakhill Cemetery walk and agreed that it was done respectfully and not in the manner as it was presented on a website they viewed, but not affiliated with Black Point Estate and Gardens. They had brought up their concerns at last month's meeting (September 7, 2022), and the Board encouraged them to attend the Cemetery Tour, which they did.

Bruce Dale stated an additional concern about one of the docents suggesting families may want to picnic in the cemetery as was a custom in earlier times. Chris Brookes and Patrick Quinn stated that this was only a suggestion and not an idea that would be pursued at this time.

Cemetery Board Minutes from September 7, 2022. Motion made by Patrick Quinn and seconded by Terry Krohn to approve minutes from the September 7, 2022 meeting. Motion carried 5-0.

Follow up Cemetery Walks: Board members discussed their visits on the Cemetery Tours.

All agreed that they were informative, and it was interesting to learn about the earlier pioneers of Lake Geneva. Mary Jo suggested that we look into park permits for events, bringing it up at the City Council. Mary Jo made a motion to look into the possibility of requesting permits. It was not seconded, and the motion was dismissed following some discussion.

The tree to honor the memory of Jim Davis, Museum Docent, has been planted and placed in front of the Chapel. Ken Etten will notify Mary when the ceremony will be held. Mary to follow up.

Discussion: The Oak Hill Historic sign has been planted in Oak Hill cemetery and several board members stated that it looks nice near the entrance to the cemetery.

Mary presented the Board with a map of Oak Hill Cemetery which is now located in the Lake Geneva City Hall, Conference Room C. Chris Brookes displayed a copy of the Pioneer Cemetery to the Board and a detailed map will be available to the Board soon. The availability of the maps will help the board (and guests at the meetings) with issues related to the cemeteries.

Discussion/recommendation regarding Mary's meeting with City Comptroller and City Treasurer of the cemetery revenue, disbursement, perpetual care, etc. Including the review of State Statute 157.11 (9g) Care Fund for Cemetery Lots (a) 2 and 2 (c). Follow up discussion at the next meeting.

Follow up recommendation on Mary's meeting with City Comptroller and City Treasurer, for the Cemetery Board's approval of recommendations of identified needs at Oak Hill Cemetery for possible budgeting of the following items:

Two people attending the annual conference of the Alliance of Cemeteries annual meeting. Approved.
The following items should appear in the revised 2023 Budget for the City Council's November vote (per Mary Jo Fesenmaier) from October 19 FLR meeting:
Chapel rehab-Oak Hill Cemetery 2024 (already listed),
auto gate for maintenance shed area-2023,
drainage-2023,
Sexton's shed 2024, \$80,000,
roadways and grass pavings-2024, \$150,000.

Follow up regarding acquiring adjunct land to Oak Hill Cemetery. This issue will be in a closed session with FLR. Mary to follow up.

Discussion/recommendation to review State Statute 157.115 (2) (a) *Abandonment of cemetery lots* to possible move forward with the process. Continued to the next meeting.

Discussion/recommendation to review and update the present Oak Hill Rules/Regulations and consider these updates as ordinance requirements. Continued to the next meeting.

Review the monthly report from Tom Earle, DPW, and Laura, City Comptroller. Mary Jo suggested the financial report should be similar to the Tourism Commission's financial report.

Pontem report. When the Pontem software is installed, it could include a picture of Oak Hill on the Lake Geneva website under Cemeteries. Mary Jo questioned if the Board would be able to view the software before it is launched. Mary to check with Nan Elder.

Clint Melancon will be presented with a certificate for 23+ years of service and dedication to the City of Lake Geneva. A presentation will be made on November 14, at the City Council meeting at 6:00 pm.

Future agenda items: cemetery revenue, disbursement, perpetual care, etc. Including the review of State Statute 157.11 (9g) Care Fund for Cemetery Lots. Follow up discussion at the next meeting.

Possible acceptance of grants/donations. Continued to next meeting.

Next meeting will be Wednesday, **November 16, 2022, 4:30 pm.** Lake Geneva City Hall, Conference Room C.

Motion made by Mary Jo to adjourn and seconded by Mary. Motion carried 5-0. Meeting was adjourned at 7:55 pm,

Respectfully submitted,
Ruth Monico, Secretary

CITY OF LAKE GENEVABALANCE SHEET
OCTOBER 31, 2022

FUND 48 - FUND 48

ASSETS

48-00-00-1111	FUND CASH	261,042.36	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
	TOTAL ASSETS		429,042.36

LIABILITIES AND EQUITYLIABILITIES

48-00-00-21100	ACCOUNTS PAYABLE	368.70	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
	TOTAL LIABILITIES		168,368.70

FUND EQUITY

48-00-00-34800	ASSIGNED FUND BALANCE	201,054.05	
	REVENUES OVER EXPENDITURES - YTD	59,619.61	
	TOTAL FUND EQUITY		260,673.66
	TOTAL LIABILITIES & EQUITY		429,042.36

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	325.00	15,775.00	12,000.00	3,775.00-	131.46
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	150.00	710.00	700.00	10.00-	101.43
48-00-00-46560	BURIAL INTERNMENTS	150.00	23,775.00	26,000.00	2,225.00	91.44
48-00-00-48110	INVESTMENT INCOME	.00	1,816.24	150.00	1,666.24-	1,210.83
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	1,157.98	13,214.65	13,000.00	214.65-	101.65
Total CEMETERY OPERATIONS:		1,782.98	226,515.89	263,530.00	37,014.11	85.95
CEMETERY OPERATIONS						
48-00-00-51200	CEM WAGES	8,690.60	78,138.01	95,300.00	17,161.99	81.99
48-00-00-51250	CEM OVERTIME	92.16	1,604.97	3,725.00	2,120.03	43.09
48-00-00-51260	CEM SEASONAL LABOR	2,479.50	11,212.32	12,300.00	1,087.68	91.16
48-00-00-51270	CEM ADMIN ASSISTANT	1,518.71	12,550.23	21,025.00	8,474.77	59.69
48-00-00-51340	CEM LIFE INSURANCE EXP	28.40	266.56	675.00	408.44	39.49
48-00-00-51345	CEM HEALTH INSURANCE	1,015.52	10,155.20	40,485.00	30,329.80	25.08
48-00-00-51350	CEM DENTAL INSURANCE	35.00	350.00	1,500.00	1,150.00	23.33
48-00-00-51355	CEM VISION INSURANCE	2.85	28.50	120.00	91.50	23.75
48-00-00-51360	CEM RETIREMENT EXPENSE	665.87	6,064.54	7,805.00	1,740.46	77.70
48-00-00-51370	CEM DISABILITY EXP	35.31	327.94	430.00	102.06	76.27
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,200.00	1,200.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	966.84	7,939.94	10,125.00	2,185.06	78.42
48-00-00-52210	CEM TELEPHONE EXP	60.85	751.27	1,350.00	598.73	55.65
48-00-00-52220	CEM ELECTRICITY EXP	151.01	1,596.42	2,000.00	403.58	79.82
48-00-00-52240	CEM GAS HEAT EXP	23.97	737.37	1,200.00	462.63	61.45
48-00-00-52260	CEM WATER/SEWER EXP	48.08	2,122.95	3,500.00	1,377.05	60.66
48-00-00-52400	CEM BUILDING REPAIRS	.00	65.06	2,000.00	1,934.94	3.25
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	60.36	143.65	3,300.00	3,156.35	4.35
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	100.00	100.00	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	2,994.51	4,000.00	1,005.49	74.86
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	1,686.39	2,350.00	663.61	71.76
48-00-00-53400	CEM OPERATING SUPPLIES	.00	387.25	3,000.00	2,612.75	12.91
48-00-00-53410	CEM FUEL EXPENSE	615.53	6,229.97	5,000.00	1,229.97-	124.60
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	816.09	500.00	316.09-	163.22
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	169.35	2,459.68	3,000.00	540.32	81.99
48-00-00-53600	CEM MAINT SERVICE EXP	.00	165.00	1,700.00	1,535.00	9.71
48-00-00-53620	CEM GROUNDS/LANDSCAPING	91.99	1,606.07	5,000.00	3,393.93	32.12
48-00-00-53990	CEM MISC EXP	.00	25.00	350.00	325.00	7.14
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	14,075.00	15,000.00	925.00	93.83
Total CEMETERY OPERATIONS:		16,751.90	165,699.89	263,530.00	97,830.11	62.88
Total CEMETERY OPERATIONS:		18,534.88	392,215.78	527,060.00	134,844.22	74.42
CEMETERY OPERATIONS Revenue Total:		1,782.98	226,515.89	263,530.00	37,014.11	85.95
CEMETERY OPERATIONS Expenditure Total:		16,751.90	165,699.89	263,530.00	97,830.11	62.88

Account Number	Account Title	2022-22	2022-22	Current year Budget	Variance	% of
		Period Actual	Current year Actual		Current year	Budget
	Net Total CEMETERY OPERATIONS:	14,968.92-	60,816.00	.00	60,816.00-	.00
	Net Grand Totals:	14,968.92-	60,816.00	.00	60,816.00-	.00

Account Number	Account Title	2022-22 Period Actual	2022-22 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	.00	11,275.00-	8,000.00-	3,275.00	140.94
49-00-00-48110	INVESTMENT INCOME	.00	11,745.65-	14,000.00-	2,254.35-	83.90
49-00-00-48140	PORTFOLIO GAINS/LOSSES	.00	161,635.21	10,000.00-	171,635.21-	1,616.35-
Total CEMETERY PERPETUAL CARE:		.00	138,614.56	32,000.00-	170,614.56-	433.17-
CEMETERY PERPETUAL CARE						
49-00-00-59400	TRANSFER TO CEMETERY FUND	.00	11,745.65	13,000.00	1,254.35	90.35
Total CEMETERY PERPETUAL CARE:		.00	11,745.65	13,000.00	1,254.35	90.35
Total CEMETERY PERPETUAL CARE:		.00	150,360.21	19,000.00-	169,360.21-	791.37-
CEMETERY PERPETUAL CARE Revenue Total:		.00	138,614.56	32,000.00-	170,614.56-	433.17-
CEMETERY PERPETUAL CARE Expenditure Total:		.00	11,745.65	13,000.00	1,254.35	90.35
Total CEMETERY PERPETUAL CARE:		.00	150,360.21	19,000.00-	169,360.21-	791.37-
Grand Totals:		.00	150,360.21	19,000.00-	169,360.21-	791.37-

CITY OF LAKE GENEVABALANCE SHEET
OCTOBER 31, 2022

FUND 49 - FUND 49

ASSETS

49-00-00-10600	INVESTMENTS-EDWARD JONES	697,520.68	
49-00-00-11111	FUND CASH	325.00	
	TOTAL ASSETS		697,845.68

LIABILITIES AND EQUITYLIABILITIES

49-00-00-24200	DUE TO INVESTMENT ACCT	325.00	
	TOTAL LIABILITIES		325.00

FUND EQUITY

49-00-00-34800	RESTRICTED FUND BALANCE	847,880.89	
	REVENUES OVER EXPENDITURES - YTD	(150,360.21)	
	TOTAL FUND EQUITY		697,520.68
	TOTAL LIABILITIES & EQUITY		697,845.68



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: November 2022 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments

Date	Type
10/10/2022	Columbarium

UPDATE TREE PLANTING

The donated tree was planted and plaque was placed in the designated location at Oak Hill Cemetery for the dedication date TBD.

DPW Crews helping the cemetery staff with ongoing leaf & brush removal.



PONTEM SOFTWARE UPDATE

DPW Admin has input the burial data provided from 2019 & 2020 and continues to work on the remaining data.

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

Director Earle waiting for the City Administrator to get back from vacation for the details that were discussed regarding the land acquisition.