

Lake Geneva Cemetery Board
Wednesday, January 18, 2023– 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, November 16, 2022, meeting
5. Discussion/recommendation on communication tower placement in Oak Hill Cemetery
6. Discussion/recommendation regarding comptroller monthly financial report. Report not available for this meeting. Updated report will be received for next meeting packet
7. Discussion/recommendation regarding update on comptroller adding line item for cemetery donations in the financial report
8. Discussion/recommendation regarding choosing a picture submitted by Neal Aspinall for a picture for Lake Geneva website Oak Hill link.
9. Discussion/recommendation to submit Neal Aspinall's invoice for the Oak Hill picture in the amount of \$35.00 for payment
10. Discussion/recommendation regarding payment of WAC 2023 dues in the amount of \$168.00 submitted to comptroller
11. Discussion/recommendation to review State Statute 157.1192) (a) thru (4) (b) **Abandonment of Cemetery Lots** regarding lots not interned for over 50 years. This will be researched further with WAC once membership is confirmed
12. Discussion/recommendation to review board members input and update existing Cemetery Rules/Regulations and to include Pioneer Cemetery in the title and updating
13. Discussion/Recommendation to consider updated Cemetery Rules/Regulations as an Ordinance
14. Discussion/recommendation to increase number of board members
15. Discussion/recommendation regarding update on FLR meeting December 6, 2022 (see DPW update)
16. Discussion/recommendation regarding follow up on Oak Hill Historic sign completion. Update from Patrick Quinn
17. Discussion/recommendation to determine 2 people to attend the annual conference of the Wi Alliance of Cemeteries
18. Review/discussion/recommendation on Tom Earles DPW monthly report
19. Future agenda items
20. Set next meeting date/time
21. Adjournment

CEMETERY BOARD MINUTES

Wednesday, November 16, 2022
Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:30 pm.

Roll call:

Present: Mary Sibbing, Ruth Monico, Terry Krohn, Alderman Fesenmaier.

Pat Quinn, absent.

Guests: Bruce and Debbie Dale.

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

Bruce Dale brought up the subject of “new” roads in Oak Hill Cemetery, and he stated he talked with Clint Malacon and Tom Earle and they appeared surprised about that issue. Mary will talk to Tom Earle and Clint Malacon regarding a possible misunderstanding about the locations of roads in the future.

This was brought up at the previous Board meeting but only as a discussion.

Debbie asked if Mary could find out how many gravesites are available and how many remain unused for longer than 50 years. Mary will look into that request.

Approve Cemetery Board Minutes from October 26, 2022. Motion made by Terry Krohn and seconded by Ruth Monico to approve the Cemetery Board Minutes. Motion passed 4-0.

Discussion/recommendation update on Jim Davis memorial tree and plaque dedication ceremony at Oak Hill Cemetery. Tom Etten stated that the dedication will be held in the spring.

Discussion/recommendation regarding update on the completion of the Oak Hill Cemetery Historic sign. Continue to the next meeting with an update from Patrick Quinn.

Oak Hill and Pioneer Cemetery maps are now on display in the City Hall Council Room C.

Discussion/recommendation to increase the number of Board members. Continued to the next meeting.

Discussion/recommendation to review State Statute 157.11 (2) (a) thru (4) (b) ***Abandonment of Cemetery Lots*** to possibly move forward. There may be possibly between 200-300 cemetery lots not interned for the past 50 years.

More information may be available regarding this subject from the Wisconsin Alliance of Cemeteries. Follow up next meeting.

Discussion/recommendation to review and update Cemetery Rules and Regulations and to include Pioneer Cemetery in the updating. The Board will review and research the Rules/Regulations (see posted packet). They will be expected to give input updating the Rules and Regulations. It was suggested by Alderman Fesenmaier that we also consider “Guidelines and Responsibilities.”

Discussion/recommendation to consider updated Cemetery Rules and Regulations as an ordinance.

Follow up at the next meeting.

Discussion/recommendation regarding FLR meeting Nov. 1, 2022, regarding recommendation by the cemetery board to the common council. Continue to the next meeting.

Discussion/recommendation to review City Ordinance, Division 5, Cemetery Board Sec. 2-203 (a) (4) Sec 2-304 (b) (2) and Sec 2-305 © for the possibility of accepting grand/donations. According to the ordinance, the Board can accept grants/obligations. Motion by Alderman Fesenmaier, second by Ruth Monico, to have Mary Sibbing contact the Comptroller about adding line items in the Cemetery Budget for Donations and possibly another for Grants. Motion passed 4-0.

Discussion/recommendation to determine the two people to attend the annual conference of the WI Alliance of Cemeteries held in September each year, as allowed in the budget. We will be sending two Cemetery Board members (to be determined at a later date). Encourage Public Works to send at least one staff to attend which would be spent from the Public Works budget. Continue next meeting.

Discussion/regulation to review State Statute 157.11 (9g) Care for Cemetery Lots (a) 2 and 2(c). Mary will check with the WI Alliance of Cemeteries to research other processes. After reading and discussing the statute, it was agreed to leave the investment of the perpetual care fund at 50%..

Discussion/recommendation review of Lake Geneva Comptroller's monthly financial report to include approved Oak Hill Cemetery budgeted items. Financial report discussed. Mary will talk to Tom Earle about the east drainage issue in the Oak Hill Cemetery which was not included in the 2023 draft budget recommended by the Finance Committee.

Discussion/recommendation of Mary's update on the Cemetery Boards ability to review Pontem link prior to Pontem going live. We are able to review the Pontem software. It will be going live in the near future. Neal Aspinall will get back to Mary on the cost of a picture project for Oak Hill Cemetery website.

Discussion/recommendation regarding review of Tom Earle, DPW, monthly report. Reviewed.

Future agenda items. Items reviewed and to be followed up on at the next meeting.

Next meeting will be Wednesday, **January 18, 2023, 4:30 pm.** Lake Geneva City Hall, Conference Room C. No December meeting due to the holidays.

Motion made by Alderman Fesenmaier to adjourn and seconded by Terry Krohn. Motion carried 4-0 Meeting was adjourned at 6:10 pm.

Respectfully 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: January 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
12/2/2022	FULL
12/3/2022	COLUMBARIUM W-2A
12/9/2022	FULL
12/20/2022	FULL
12/22/2022	FULL

2022 Oak Hill Cemetery Year-end Update - Interments	
YR 2022	Type
45	GRAVES
11	COLUMBARIUM

PONTEM SOFTWARE UPDATE

DPW Admin has input the burial data provided from 2021 & 2022.

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

Direction was given in a closed session at FLR on 12/6/22 to no longer pursue acquiring the land at this time.