

Lake Geneva Cemetery Board
Wednesday, June 21, 2023 – 4:30pm
Lake Geneva City Hall - Conference Room 2A
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 meeting minutes from the Wednesday, April 19, 2023
5. Election of officers. City Ordinance Chapter 2. Administration ARTICLE V. BOARDS AND COMMISSIONS DIVISION 5. CEMETERY BOARD Sec. 2-302. Officers. Members of the Cemetery Board shall be elected annually in May.
6. Discussion/recommendation to review State Statute 157.115 (2) Abandonment **of Cemetery Lots** regarding lots not interred for over 50 years: possibility this be set aside for the budgeted Park Manager position to assist in handling this issue once employed. Many costs are to be considered regarding cost vs. benefit.
7. Discussion/recommendation regarding each member's input on the tasks to review updates on the existing Cemetery Rules/Regulations to include Pioneer Cemetery. This is an ongoing project.
8. Discussion/recommendation regarding update on Cemetery Boards recommendation to the City Council for approval of Black Point 2023 cemetery walks.
9. Discussion/recommendation follow up on Fischbach Oakhill Cemetery family plot and follow up from DPW on possibility of a policy in these matters. The surviving member of the Utter family, Lisa Fischbach, showing verification of ownership of Lot 17 Sec. N Oak Hill family plot, has requested approval of ownership.
10. Discussion/recommendation regarding update on specific layout of the Pontom Cemetery link on the LG Website.
11. Discussion/recommendation regarding comptroller monthly financial report(s).
12. Discussion/recommendation regarding approval of the Century Fence bid for \$19,100.00 per DPW May 31, 2023, letter to the Cemetery Committee.
13. Review/discussion/recommendation on Tom Earle's DPW monthly report, June 2023.
14. **Motion to go into Closed Session** pursuant to 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding: Possible Purchase of Property near Oakhill Cemetery

15. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.
16. Future agenda items:
 - a. Determine 2 people to attend the annual conference of the Wi Alliance of Cemeteries to take place in Sept.
 - b. Consider the updated Cemetery Rules/Regulations for recommendation as an Ordinance for code enforcement once the project has been complete
 - c. Continued exploring increasing the board members from 5 to 7 for board diversity (passed by the board Feb 15, 2023, meeting).
17. Set next meeting date/time
18. Adjournment

LAKE GENEVA CEMETERY BOARD MINUTES

Wednesday, April 19, 2023

Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:32 pm.

Roll call:

Present: Mary Sibbing, Ruth Monico, Alderman Fesenmaier. Patrick Quinn

Absent: Terry Krohn (excused)

Comments from the public. None

Approved Cemetery Board Minutes from February 15, 2023

Motion made by Patrick Quinn and seconded by Ruth Monico to approve the Cemetery Board Minutes.

Motion passed 4-0.

Discussion to review State Statute 157.115(2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years. A motion was made by Patrick Quinn and seconded by Ruth Monico for the new position of Park Manager, when hired, to handle these matters. Motion passed 4-0 to consult with the new Park Manager.

Motion rescinded following discussion that additional information is needed and discussion will be continued at next meeting. Motion made to refer to next meeting by Patrick Quinn and seconded by Ruth Monico. Motion passed to refer to the next meeting. Motion passed 4-0.

Recommendation to continue each member's input on the tasks to review updates on the existing Cemetery Rules/Regulations to include Pioneer Cemetery. This is an ongoing project. Continue updating the Cemetery Rules/Regulations for recommendation as an Ordinance for code enforcement upon completion of the project.

Discussion regarding Black Point 2023 Cemetery Walks' schedules.

Pioneer Cemetery, Saturday, Sept 9th and 10th (1:00-4:00 pm)

Oak Hill Cemetery, Saturday, October 7th and Saturday October 14th (5:00 pm)

The Oak Hill Cemetery walk will highlight the former Lake Geneva residents interred in this cemetery. This cemetery was recently listed on the National and State Registers of Historic Places.

Motion made by Patrick Quinn and seconded by Ruth Monico to recommend to the City Council to approve Black Point Cemetery Walks as proposed. Motion passed 4-0. Mary Sibbing will notify Lana to include on the City Council agenda.

Discussion/recommendation with regards to the Fischbach Oak Hill family plot.

The surviving member of the Utter family, Lisa Fischback, brought to the Cemetery Board's attention her verification of ownership of Lot 17 Sec. N Oak Hill Cemetery. A motion was made to refer to the City Council and Cemetery Board to research a new cemetery board policy.

Motion rescinded following discussion to table motion until policy approved and referred to the DPW.

Motion to table the original motion made by Patrick Quinn and seconded by Alderperson Fesenmaier.

Motion to table passed 4-0.

Discussion regarding thoughts on the specific layout of the now live Pontom Cemetery link on the LG website. Referred to the next meeting.

Increase board members to 5-7 for board diversity. Recommendation to table until next meeting. (Passed by the Board at the February 15th, 2023, meeting.)

Recommendation regarding the Comptroller's monthly financial report(s). Discussion for the quarterly financial reports for review would be:

Finance Worksheet-Cemetery Perpetual Care Fund

Finance Worksheet Cemetery

Fund 48-Cemetery Fund

Fund 49-Cemetery Perpetual Care

Tom Earle's DPW monthly reports reviewed from March and April.

Motion to go into Closed Session pursuant to Wisconsin Statute 19.85(1)(e). Motion made by Ruth Monico and seconded by Patrick Quinn to move into Closed Session. Motion passed by roll call vote: 4-0.

Motion made by Patrick Quinn and seconded by Ruth Monico to return to open session pursuant to Wisconsin Statute 19.85(2) and take action on items discussed in the closed session. Recommendation made to ask the Finance Committee to initiate negotiations with property owner. Unanimously carried.

The annual conference of the Alliance of Cemeteries will take place September 6th, 7th and 8th. Table to a future meeting and who will be attending the conference. (2 people).

Mary Sibbing voiced concern of recent loss of trees in Oak Hill Cemetery due to recent ice storm and aging.

Next meeting: Wednesday, June 21, 2023, at 4:30 pm

Motion to adjourn the meeting by Patrick Quinn and seconded by Ruth Monico. Motion passed 4-0 to adjourn. Meeting adjourned at 5:43 pm.

Respectfully submitted,
Ruth Monico
Secretary

Name **UTTER, George**

Residence

Date

Cost of Lot \$

Perpetual Care \$ 100.00

Paid June 1928

Description of Lot

Lot No. **17** Section **H** Lot Representative

Transferred to

Date

space - June Dore Sheiby (Utter)

Daughter - 742-2675

Lisa Fischbach

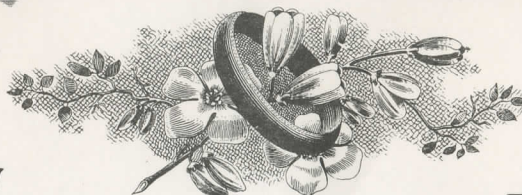
N 6612 Juniper Rd.

Elkhorn, WI 53121

No. 8778

Certificate of Marriage

STATE OF
WASHINGTON



COUNTY OF
Island

This is to Certify, that the undersigned, a Assembly of God Minister by authority of a license bearing date the 1st day of September A.D. 1978 and issued by the County Auditor of the County of Island did, on the 16th day of September A.D. 1978 at the hour of 7:00 p.m. in the County and State aforesaid, join in lawful wedlock

Kenneth J. Fischbach of Oak Harbor State of Washington
and Lisa Jean Scheiby of Elkhorn State of Wisconsin

with their mutual assent in the presence of Lawrence D. Fischbach and Mary E. Fischbach witnesses

In Testimony Whereof, witness the Signatures of the parties to said ceremony, the witnesses and myself, this 16th day of September A.D. 1978

WITNESS
Lawrence D. Fischbach
Mary E. Fischbach
Robert B. Fischbach

PARTIES
Kenneth J. Fischbach MALE
Lisa J. Scheiby FEMALE

OFFICIATING CLERGYMAN OR OFFICER
Fred H. Renfro
P. O. ADDRESS Naval Air Station Whidbey Is.
Oak Harbor, WASHINGTON

THIS CERTIFICATE TO BE GIVEN TO CONTRACTING PARTIES



City of Lake Geneva

Department of Public Works

1065 Carey St.

Lake Geneva, WI 53147

262.248.6644

To; Lake Geneva Cemetery Committee
From; DPW
Re; Oak Hill Automatic gate

31 May 2023

DPW began looking into the automatic gate for Oak Hill's maintenance buildings in 2019. With the onset of the pandemic, we were unable to find any contractors willing to supply us with proposals nor pricing. The gate is decades overdue and without it allows full access to the maintenance area 24 hours per day.

In spring of 2023 the City was finally able to put together a Request for Proposals. The RFP was advertised per City Policy and State Statutes as a Class II notice as is typical. One bid was received.

The City received a bid from Century Fence Corp., a longstanding contractor for the City's fence maintenance and repair for \$19,100.00. The amount of line item 4348 00 17010, Security Gate - Oak Hill Cemetery is \$12,000.00. DPW has discussed this with the Comptroller, and she agreed she is able to fill the \$7100.00 gap with the remaining CIP balance.

At this time DPW recommends approval of the Century Fence bid for \$19,100.00.

Respectfully submitted;

A handwritten signature in cursive script, appearing to read "Tom Earle", is written over a horizontal line.

Tom Earle, DPW



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: June 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update – Interments

Date	Type
5/3/2023	FULL
5/8/2023	FULL
5/9/2023	CREMATION
5/19/2023	CREMATION
5/20/2023	CREMATION

PONTEM SOFTWARE UPDATE

Shared quote from Pontem to add the Columbarium in for the Cemetery. Waiting for committee review/approval.

CEMETERY ADMINISTRATION

Chairman Sibbing asked DPW Earle how many trees had been planted in the cemetery in the last few years. The list is as follows: 8 Burr Oak, 2 Kentucky Coffee, 1 Linden, 1 Sunset Maple, 2 Hackberry. We're in the process of planting two more Burr Oak and two Swamp Oak and should be completed within the month.

LAND ACQUISITIONS for OAK HILL EXPANSION

Finance, License, & Regulation denied the purchase of the four lots on Cemetery Road.

Director Earle checked and the parcels still have outstanding taxes for prior years.