

Lake Geneva Cemetery Board
Wednesday, September 20th, 2023 – 4:00pm
Lake Geneva City Hall - Upstairs Conference Room
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, August 9, 2023, meeting
5. Discussion/recommendation to review State Statute 157.115 (2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years: possibility of this to be set aside for the budgeted Park Manager position for review and recommendation
6. Review/discussion/recommendation regarding an update from Sibbing on any input from Tom Earle on proposed updates to the existing Cemetery Rules/Regulations to include Pioneer Cemetery in order to complete the document
7. Review/discussion/recommendation regarding how the city should notify families of any damage to headstones
8. Review/discussion/recommendation on word definitions to integrate into the cemetery rules/regulations, i.e., plot, lot, site
9. Review/discussion/recommendation regarding Sibbing' attendance at the 2023 Wisconsin Alliance of Cemeteries Conference, the first WAC Conference attended for this Cemetery Board. Total cost = \$654 *excluding* mileage reimbursement
10. Review/discussion/recommendation on any possible budget items that need to be submitted for the 2024 City budget. Suggest an annual budgeted WAC Conference. Breakdown for 2023 conference -conference \$245, (excluding Cemetery Management Course, that would add approximately \$100); 2 nights Hotel \$309; Meals \$100. 2024 WAC Conference will be in Lake Geneva
11. Review/discussion/recommendation on proposed increase to Cemetery Board members from 5 to 7 as reviewed by FLR. Mary Jo to update
12. Review/discussion/recommendation on Tom Earle's DPW monthly report
13. Review/update/discussion on purchase of property adjacent to Oak Hill. On August 24, 2023, Comptroller reported that the city officially closed on the lots for the cemetery. Total cost \$91,271.63. Funded by the Perpetual Care Edward Jones Account. The current balance in Edward Jones, after the purchase of the lots is \$714,207.90
14. Future agenda items:

Review future costs of grave sites and fees.

Review comptroller financial reports every 2 months.

Follow up on Cemetery Rules and Regulations as an Ordinance for code enforcement once completed.

Cemetery design and header on the Cemetery Website.

Determine who will attend the 2024 annual conference of the Wi Alliance of Cemeteries

Consider the updated Cemetery Rules/Regulations for recommendation as an Ordinance for code enforcement once completed.

15. Set next meeting date/time

16. Adjournment

CEMETERY BOARD MINUTES

Wednesday, August 9, 2023

Conference Room A, Lake Geneva City Hall

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

Roll call:

Present: Mary Sibbing, Terry Krohn, Ruth Monico, Alderperson Fesenmaier, Patrick Quinn

Comments from the public. None

Motion made by Ruth Monico and seconded by Mary Sibbing to correct the June 21, 2023, minutes date for next meeting was not noted in the minutes. Motion to correct minutes passed 5-0.

Motion made by Terry Krohn and seconded by Patrick Quinn to approve Cemetery Board meeting minutes from Wednesday, July 26, 2023, special meeting. Motion passed 5-0.

Discussion to review State Statute 157.115(2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years. Motion by Mary Sibbing and seconded by Patrick Quinn, to continue to the next meeting. Carried 5-0

Recommendation to continue input on the tasks to review updates on the recent revisions of the Cemetery Rules/Regulations. Motion was made by Patrick Quinn and seconded by Terry Krohn to investigate the City's process to repair damaged headstones at both cemeteries. Motion carried 5-0. Motion made by Mary Sibbing and seconded by Terry Krohn as to how can the City revise the process of notifying families of damaged headstones. Motion carried 5-0. Patrick Quinn questioned the difference in the cemetery definitions of plot, lot, site, etc. Sibbing will meet with DPW Earle about the 2 motions and clarification of the cemetery definitions in question.

Recommendation on Pontem quote of \$2,100.00 to add Columbarium to Pontem link. Motion made by Mary Sibbing and seconded by Patrick Quinn to recommend FLR to approve adding Columbarium to Pontem link. Motion passed 5-0.

Mary Sibbing gave an update on the purchase of adjacent 4 lots to Oak Hill Cemetery. The City Council approved this purchase.

Mary Sibbing will attend the annual conference of the 2023 WI Alliance of Cemeteries to take place September 6, 7 and 8 at Wilderness Hotel, Wisconsin Dells. Mary will provide an update at the next board meeting.

Continue to explore increasing the board members from 5 to 7 for board diversity (passed by the Board February 15, 2023 meeting). Terry Krohn will speak with Pat Marquardt, and Mary Sibbing will contact Paula Porubcan about becoming a board member. Mary will submit to FLR regarding the February 15, 2023 recommendation.

Future agenda items:

Review future costs of grave sites and fees.

Review comptroller financial reports every 2 months.

Follow up from Mary attending the WI Alliance of Cemeteries.

Follow up on Cemetery Rules and Regulations as an Ordinance for code enforcement once completed.

Follow up with FLR and Council to increase Cemetery Board members from 5-7.

Cemetery design and header on the Cemetery Website.

Next meeting: September 20, 2023, 4:00 pm (this meeting time changed from 4:30)

Meeting Room A, Lake Geneva City Hall.

Motion to adjourn the meeting by Patrick Quinn, seconded by Terry Krohn at 5:50pm.

Motion carried 5-0.

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: September 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
8/5/2023	COL-N-15
8/7/2023	CREM
8/9/2023	CREM
8/10/2023	FULL
8/26/2023	FULL
8/26/2023	CREM

The BID for the automatic chain link fence gate at Oak Hill Cemetery was conducted, Century Fence was the winning bid, and work has begun.