

Lake Geneva Cemetery Board
Wednesday, October 18th, 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, September 20, 2023, meeting
5. Review/discussion/recommendation regarding updated ***draft*** of Oak Hill and Pioneer Cemetery Rules/Regulations 1) newly added definitions; 2) #11 updated to reflect responsibility of damage and repairs, notification family/owner of any damage to headstones including not responsible for vandalism, etc.
6. Review/discussion/recommendation on protocol regarding notification and documentation of family/owner of damaged headstone
7. Review/discussion/recommendation on any possible budget items that need to be submitted for the 2024 City budget. Mary Sibbing conferred with Tom Earle, DPW, for the budget. These are the items listed for the 2024 and future budgets: Dues and conferences \$2950.00; Insulate/heat maintenance shed. (it is only wood heat now and impossible to tend to 24/7, also staff brings machines into Office/Chapel for heat in winter which is not good) (#1 priority); Paving grass roads at Oak Hill; Sexton shed repair; Grave spoil dump maintenance. (haul away excess dirt and regrade); Chapel/Office rehab; Drainage issues; Pioneer fence painting; Repair, upkeep on sheds; Continue stone repair, Oak Hill; New Columbarium; These will be spread out over several years, not all at once. (See draft attached)
8. Review/discussion/recommendation on the WAC 3rd quarter newsletter
9. Review/discussion/recommendation on Comptrollers report every 2 months
10. Review/discussion/recommendation regarding update on Niche pricing from Tom Earle, DPW. Tom was advised by Ketterhagen Memorials that our prices for the Niche inscriptions are incorrect. As a result, Tom requested Nan to revise the Price List for the Columbarium for these charges to Market Rate as they fluctuate several times per year. (See handouts)
11. Review/discussion/recommendation on Tom Earle's DPW monthly report
12. Mary Sibbing handouts for review of vendor catalogs gathered from 2023 WAC Conference on various cemetery portfolios, columbarium's; glass niches, memorial parks, etc. for ideas regarding *future possibilities* of the newly acquired Oak Hill property. Catalogs to be shared with DPW and future Park Manager
13. Future agenda items:

Invite future Park Manager to Cemetery Board meeting.

Ideas for future planning of newly acquired land at Oak Hill Cemetery.

Review future costs of grave sites and fees.

Review comptroller financial reports every 2 months.

State Statute 157.115 (2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years: possibility to sell these lots. Set this aside for discussion with the newly budgeted Park Manager position for review and recommendation.

Cemetery design and header on the Cemetery Website.

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

Updated/revised Cemetery Rules/Regulations for recommendation to FLR/City Council as an Ordinance for code enforcement once completed.

14. Set next meeting date/time

15. Adjournment