

Lake Geneva Cemetery Board
Wednesday, November 15, 2023 – 4:30pm
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, October 18, 2023, meeting
5. Review/discussion/recommendation regarding possibly deleting #23 on Rules/Regulations draft. Mary will confer with Tom Earle and update Tom Earles response
6. Review/discussion/recommendation regarding continued updated ***draft*** of Oak Hill and Pioneer Cemetery Rules/Regulations #11 to reflect responsibility of damage and repairs, notification family/owner of any damage to headstones including not responsible for vandalism, etc. See City Attorney Draper's response to Sibbing's request for clarification on this item
7. Review/discussion/recommendation on protocol regarding notification and documentation of family/owner of damaged headstone. Mary will update board members referring to reference from the City Attorney
8. Review/discussion/recommendation on budget items that were submitted for the 2024 City budget. Mary Sibbing will confer with Tom Earle, DPW, regarding headstone repairs and line item in budget from which they are paid and will update board members
9. Review/discussion/recommendation on WAC 3rd quarter newsletter reference to reference to Funeral Aid. See response from WAC, Tina Lefebvre
10. Review/discussion regarding the DRAFT questionnaire pertaining to the new Park Superintendent position. As this is a new position, created to be a conduit to the 3 Parks and Cemetery committees, Tom Earle is looking for thoughts and ideas from these Committees. Once this questionnaire has been reviewed and completed, it will be forwarded to DPW as a tool to get the Park Superintendent position rolling with the wishes of the City Committees
11. Review/discussion/recommendation on Tom Earle's DPW monthly report to include September and October interments
12. Update on correction of the spelling interment on City budget
13. Future agenda items:

Invite future Park Superintendent to Cemetery Board meeting.
Ideas for future planning of newly acquired land at Oak Hill Cemetery.

Review future costs of grave plots and fees.

Review comptroller financial reports every 2 months (January 2024 is next review)

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 Superintendent position for review and recommendation.

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

Continue to review 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

CEMETERY BOARD MINUTES

Wednesday, October 18, 2023 - 4:30pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:28 p.m.

Roll call:

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

Comments from the public. None

Motion made by Patrick Quinn and seconded by Ruth Monico to approve Cemetery Board meeting minutes from Wednesday, September 20th, 2023, Motion passed 5-0.

Reviewed/discussion suggesting changes to the updated ***draft*** of the Oak Hill and Pioneer Cemetery Rules/Regulations. 1) newly added definitions; 2) #11 updated to reflect responsibility of damage and repairs, notification of family/owner of any damage to headstones, including not responsible for vandalism.

Discussion on protocol regarding notification and documentation of family/owner of damaged headstones. It was suggested to document damages, repairs, and family/owner notification of such damage within Pontom and included this information in Tom Earles monthly report. Mary Sibbing to follow up with DPW for Tom Earle and Nan's input on this.

Review: recommendations on any possible budget items that are needed to be submitted for the 2024 City budget. Mary Sibbing discussed this with Tom Earle, DPW regarding the 2024 and future budgets. These are the items listed for the 2024 and future budgets.

Dues and conference for WAC \$2950.00.

Insulate and heat maintenance shed.

Paving grass roads at Oak Hill.

Sexton shed repair.

Grave spoil dump maintenance.

Chapel/Office rehab.

Drainage issues.

Pioneer fence painting.

Repair, upkeep on sheds.

Continue stone repair, Oak Hill.

New Columbarium.

These requests will be spread over several years.

Mary will follow up with Laura, City Comptroller, regarding clarification on Cem Graves/Headstones in 2024 budget.

Discussion regarding the WAC 3rd quarter newsletter. The staff from the DPW appreciates the information from the WAC report. It was suggested that the DPW staff attend the 2024 WAC

Conference along with the Cemetery Board members. Mary will investigate WAC Funeral Aid noted in the WAC 3rd quarter newsletter.

Reviewed the Comptroller's report. It is noted that there is \$800,137.73 in the Cemetery Perpetual account after the land acquisition payout of \$91,271.63.

Discussion regarding update on Niche pricing from Tom Earle, DPW. Ketterhagen Memorials advised Tom that our prices for the Niche inscriptions are incorrect. Tom requested Nan revise the price list for the Columbarium for these charges stating 'Call for Pricing' since the prices fluctuate several times a year.

Review Tom Earle's Cemetery update/Oak Hill Cemetery Interments. Next report will include September and October interments.

Mary Sibbing displayed vendor catalogs from the 2023 WAC Conference for future possibilities for the newly acquired Oak Hill property. Catalogs will be shared with DPW and the future Park Superintendent.

Future Agenda items:

Invite future Park Superintendent to Cemetery Board Meeting.

Ideas for future planning for the newly acquired land at Oak Hill property.

State Statute 157.115(2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years, and possibility of selling these lots. This will be set aside for the newly budgeted Park Superintendent position.

Christmas Party discussed: December 5, 2023, 5:30 pm. Location to be announced at a later date.

Next meeting: November 15, 2023, 4:30 pm
Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 4:30 pm by Patrick Quinn and seconded by Mary Sibbing.
Motion passed 5-0 to adjourn.

Respectfully submitted,
Ruth Monico,
Secretary

From: Daniel Draper <ddraper@bodlaw.net>
Sent: Friday, November 3, 2023 2:43 PM
To: mfsibbing@gmail.com
Cc: Tom Earle; Mayor; Dave Nord
Subject: Cemetery Board question regarding revising cemetery rules and regulations

Ms. Sibbing,

I have reviewed your email regarding the above subject matter and before proceeding to answer your question regarding item 11 in the cemetery rules and regulations, I just wanted to clarify a statement that you made in your email. You had made the following statement: "The Cemetery Board has been evaluating and revising the cemeteries rules and regulations. It has been quite a while since these have been reviewed as is required annually. The board would like to get this process wrapped up in order to make **a recommendation to FLR/City Council to approve and consider as an ordinance.**" (Emphasis added) I don't believe you are proposing the rules and regulations to be made an ordinance. I believe you are adopting cemetery rules and regulations as set forth in Sec. 2-308 of the City of Lake Geneva Municipal Code. As such, these are rules and regulations recommended by the Cemetery Board as opposed to actual ordinance provisions. Since rules and regulations may be changed annually, it would be impractical to have an ordinance change every year when rules, regulations, and pricing changes. If I am mistaken, please let me know because it would not be my recommendation that rules, and regulation be adopted as an ordinance.

In your email you had made the following statement: "I attended the Wisconsin Alliance of Cemeteries in September and was informed that if a "caretaker" of the cemetery should damage a headstone and/or foundation the caretaker should be responsible to pay for those damages. In the present rules/regs it states **the cemetery will not be responsible for any damage to lots or structures thereon, or for the loss of flowers or articles from any grave or lot.** We have addressed **flowers or other articles** elsewhere in this draft. It is the damage to headstone/foundations that we are addressing. Please see # 11 of the attachment. Essentially, I am asking, do you believe the City has the authority to opt out of the responsibility of damage that the City Employee caused."

In answering your question whether I believe "the City has the authority to opt out of the responsibility of damage (to headstones) that the City Employee caused," my short answer is yes. The answer seems counterintuitive to our everyday understanding of the term "responsibility" until you understand the policies behind a statutory right known as "municipal immunities." It is a very complicated concept that has evolved over the years. An old case *Hayes v. City of Oshkosh*, 33 Wis. 314, 318 (1873) described the origins of the concept as follows: "The grounds of exemption from liability are, that the corporation is engaged in the performance of public service, in which it has no particular interest, and from which it derives no special benefit or advantage in its corporate capacity, but which it is bound to see performed in pursuance of a duty imposed by law for the general welfare of the inhabitants, or of the community..." The right to municipal immunities ensures that the City is not plagued and consumed by numerous lawsuits putting the public funds for government services at risk. Remember, the cemetery is a municipal corporation. The Cemetery is not a for profit entity. Prices were not established to account for claims for damaged headstones. While the *Hayes* case was abrogated by a case in 1962, the legislature in response adopted what is now Sec. 893.40(4), *Wis. Stats.*, which reestablished municipal immunity for cities. That provision states "No suit shall be brought against any political corporation, governmental subdivision or any agency thereof for the intentional torts of its officers, officials, agents or employees nor shall any suit be brought against such fire company, corporation, subdivision or agency or against its officers, officials, agents or employees for acts done in the exercise of legislative, quasi-legislative, judicial or quasi-judicial functions." There have been numerous exceptions to municipal immunities carved out from case law involving whether an act is "ministerial" or "discretionary." For our purposes however, it would take way much time to describe all the exceptions and the corresponding policies why municipal immunities may not apply. Suffice it to say, municipal immunities are statutory rights provided by the legislature that should not be given away indiscriminately. There are

important policies behind the grant municipal immunities i.e., the distraction of lawsuits against the government, the protection of public funds, the preservation of resources to conduct government business.

My concern with adopting the provisions contained in section 11, attached, and referenced in your email, is that the City would be waiving important rights it has under the municipal immunity statute. It would subject the City to numerous complaints, claims, and lawsuits for damage to headstones. It would lead to the expenditure of time and resources that should be used to provide government services to the public. Remember, municipal immunities were developed to protect the public treasury of municipal government. Also remember that pricing for services to date have been in reliance on municipal immunities. In other words, pricing has not been established to provide a contingency fund for damage to headstones. It has always been the understanding that the family is responsible for the headstones. While a provisions to require caretakers to assume responsibility for damage headstones by caretakers and their agents seems like a good practice for members of the Wisconsin Alliance of Cemeteries, it is not a good practice for municipal government.

If you have any further questions regarding this matter, please do not hesitate to contact me.

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Wisconsin Funeral and Cemetery Aids Program (WFCAP)

Division of Medicaid Services

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Agenda

- What Is WFCAP?
- WFCAP Payment Policy and Process
- Program Changes Effective October 3, 2016
- Reminders

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What Is WFCAP?

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WFCAP Introduction

- WFCAP is governed by Wis. Stat. § 49.785.
- WFCAP is an assistance program to service providers who offer funeral, cremation, and cemetery services to deceased Medicaid members, and whose services are not fully compensated by the decedent's estate, family, or other resources.
- WFCAP is the payer of last resort.

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Program Administration

WFCAP is administered by the Department of Health Services (DHS).

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Program Administration

Contact WFCAP:

- To check a deceased individual's eligibility for WFCAP benefits
- To submit an application
- To check the status of an application

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Program Administration

Contact information:

- Telephone: 888-859-0611
- Fax: 608-266-8317
- Email: DHSWFCAPApplications@wi.gov

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Who Is Eligible

Services rendered to decedents who, on the date of death, was any one of the following individuals:

- W-2 participant (paid placement only)
- Child for whom a Caretaker Supplement (CTS) or Kinship Care benefit was being made on their behalf
- Categorically needy Elderly, Blind, or Disabled (EBD)-related Medicaid recipient (does not include a person eligible through meeting a deductible)

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Who Is Eligible

- Child receiving foster care or adoption assistance
- Child certified for Katie Becket Medicaid
- Categorically or medically needy institutional Medicaid recipient
- All Home and Community-Based Waivers and Family Care recipients
- Tuberculosis (TB)-related Medicaid recipient
- Supplemental Security Income (SSI) or State SSI recipients who reside in Wisconsin

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Who Is Eligible

- Decedents eligible for BadgerCare Plus are also eligible for WFCAP benefits if they meet any of the following criteria:
 - Parent or caretaker relative with income not more than 50% of the Federal Poverty Level (FPL)
 - Child younger than age 6 or a pregnant woman with family income that does not exceed 185% of the FPL

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Who Is Eligible

- Child age 6 through 18 with income not more than 100% of the FPL
- Unborn child of a woman in a WFCAP-eligible program

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Who Is Eligible

- If the decedent was not enrolled, but was eligible for a WFCAP-qualifying program at the time of death, the family can apply for Medicaid benefits on behalf of the decedent through the decedent's income maintenance agency.
- Eligibility for a qualifying program must be established prior to consideration for WFCAP payment.

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Potential Eligibility Inquiries

- Upon the death of the decedent, service providers are encouraged to contact WFCAP about a decedent's potential program eligibility before submitting an application.

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Potential Eligibility Inquiries

- Potential eligibility is based on the decedent's Medicaid eligibility at the time of contact. Actual program eligibility and the amount of payment that may be approved is determined at the time the request is processed.

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WFCAP Payment Policy and Process

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Payment Policy

WFCAP payment limits.

- For unmet funeral and burial expenses where these total expenses do not exceed \$4,500
 - Up to \$1,500
- For unmet cemetery expenses where these total expenses do not exceed \$3,500
 - Up to \$1,000

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Payment Policy

WFCAP is the payer of last resort.

Payment should be requested only when the decedent's estate and other sources are insufficient to pay for goods and services rendered.

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Requests for Payment

- Requests must come from a funeral home, cemetery, or crematory.
- Requests cannot be accepted from family members or providers who are not a funeral home, cemetery, or crematory.
- Requests will not be considered before goods and services are rendered.

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Reimbursement Form

- The Wisconsin Funeral and Cemetery Aids Program Reimbursement Request (F-10141) is the only form of request that will be accepted.
- The application can be found at dhs.wisconsin.gov/forms/F1/F10141.pdf.
- Total funeral and cemetery expenses must be reported by the funeral home, cemetery, or crematory on the application.

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Reimbursement Form

- Service providers are encouraged to submit a single application covering both funeral and cemetery expenses for an individual.
- However, the application must be signed by each service provider requesting payment, and payment will be issued to the appropriate service provider.

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Reporting Total Expenses

"Total funeral and cemetery expenses" are defined as actual charges, not estimates, for all funeral and cemetery goods or services provided (that is, sold) by the funeral home, cemetery, or crematory, whether provided before or after death.

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Determining Expense Type

Determining whether a good or service is a funeral and burial expense or a cemetery/crematory expense hinges on who actually provided the service.

- Goods or services provided by a funeral home (including cremation) are funeral expenses.
- Goods or services provided by a cemetery or stand-alone crematory are cemetery expenses.

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Determining Expense Type

There is one exception to the Who Provides the Service policy (Section 2.4.1 WFCAP Manual):

If a **small, rural** cemetery relies on a funeral home to provide certain required goods and services on their behalf (vault, opening or closing of the grave, etc.), those goods and services are counted as cemetery expenses.

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Funeral and Burial Expenses

- Total funeral expenses are reported by attaching the Statement of Funeral Goods and Services Selected to the application.
- The funeral home must report the total actual charges associated with the goods and services that it, or other funeral homes in the same corporation, provided, whether those goods and services were provided before or after death.

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Funeral and Burial Expenses

The funeral home must also report total actual charges associated with goods and services provided by others, but for which the funeral home pays (also known as cash advances).

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Cash Advances

- Cash advances are goods and services obtained by a funeral home from a third party that are paid for by the funeral home on behalf of and subject to reimbursement from a person purchasing services from the funeral home.
- Adequate verification of all cash advances is required.

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Cash Advances

When the funeral home charges the same amount as the cash advance:

- This must be identified on the Statement of Funeral Goods and Services Selected
- The expense is not counted toward the \$4,500 funeral expense cap
- The amount is not eligible for reimbursement

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Cash Advances

When the funeral home charges an amount greater than the cash advance (adds a service fee):

- This must be identified on the Statement of Funeral Goods and Services Selected
- The cash advance plus the service fee is counted against the expense cap
- The amount can be included in the reimbursement

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Verification of Cash Advances

Acceptable forms of verification of a cash advance include:

- A receipt from the third party vendor (preferred)
- Attestation on the Statement of Funeral Goods and Services Selected
- Attestation on a separate document

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Verification of Cash Advances

The itemized statement or receipt must provide:

- Vendor name
- Vendor telephone number
- Amount of cash advance
- Date of purchase
- Service fee, if any is charged by the funeral home

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Cemetery Expenses

- Cemeteries and crematories must report total actual charges associated with the goods and services that they provide, whether those goods and services are provided before or after death.
- Total cemetery expenses are reported by attaching itemized statements to the application.

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Special Circumstances

- Under certain circumstances (for example, an oversized casket, or transporting the deceased over long distances), the total expense caps as well as the payment limits may be exceeded.
- Special circumstances must be documented and submitted with the application.

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Special Circumstances

DHS determines whether circumstances justify exceeding these limits on an individual case basis.

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Executor or Family Representative Signatures

- The application must be signed by the person representing the deceased with whom the funeral home, cemetery, or crematory is working to arrange the funeral and burial.
- The representative must also sign any modifications to the final bill or to the application.

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Executor or Family Representative Signatures

In signing the application, the representative certifies that the paid by estate/other amounts indicated represent the total funds available from the estate and other funding sources to cover the decedent's funeral and cemetery expenses.

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Service Provider Signatures

All service providers requesting payment must sign the application.

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Service Provider Signatures

- In signing the application, the service provider certifies that:
 - The charges indicated represent the total actual charges for goods and services provided, including cash advances and fees, if applicable.
 - Any available funds that he or she is entitled to are indicated on the paid by estate/other line on the reimbursement request form.

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Service Provider Signatures

Paid by estate/other must include, but is not limited to, burial trusts, burial insurance, life insurance funded burial contracts, and burial funds.

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Time Limits

- DHS must receive a WFCAP application no later than the end of the 12th calendar month following the month of the decedent's date of death.
- Claim adjustments made within this time frame will be considered for payment, subject to existing payment policy.

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Service Provider Appeals

- Service providers may appeal the outcome of their reimbursement request.
- Family members do not have appeal rights under the program.

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Service Provider Appeals

- Requests for a fair hearing must be made in writing to:
Division of Hearings and Appeals
P.O. Box 7875
Madison, WI 53707-7875
- Requests should not be sent to DHS.

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Service Provider Appeals

Requests for a hearing should include:

- Service provider's name and mailing address
- A brief description of the problem
- Which state agency took the action
- Service provider's Social Security number and signature

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Program Changes Effective October 3, 2016

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Program Changes

Under 2015 Wisconsin Act 55, two policy changes will be effective October 3, 2016, related to:

- How life insurance will be considered when determining WFCAP payments
- Exemption from certain fees assessed by coroners, medical examiners, and counties

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Life Insurance

Payments will be reduced for decedents whose lives are insured for more than \$3,000.

Wis. Stat. § 49.785(1m)(d) If the recipient, or the recipient's spouse or another person, owns a life insurance policy insuring the recipient's life and the face value of the policy is more than \$3,000, any amount that the department would be obligated to pay under sub. (1) shall be reduced by one dollar for every dollar by which the face value of the policy exceeds \$3,000.

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Life Insurance

- A life insurance benefit amount of more than \$3,000 must be used to pay for the decedent's final expenses first, with WFCAP payment available only for remaining unmet amounts.
- Applies to cases where:
 - Decedent's date of death is on or after October 3, 2016, and
 - The life insurance policy was issued on or after October 3, 2016.

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Life Insurance

Disclosure and Verification

The WFCAP application will request disclosure and verification of life insurance policies insuring the decedent's life.

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Life Insurance Verification

- Verification must include:
 - Insurance company name
 - Policy number
 - Face value
 - Issue date
- If not submitted with the reimbursement request, a verification checklist will be sent to the service provider, who should work with the family to collect and submit the required verification.

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Life Insurance Payment Reduction

- A reduction applies to WFCAP payments for life insurance policies that are more than \$3,000.
- The reduction applies proportionally to funeral and cemetery applicants based on two possible application scenarios.

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Life Insurance Payment Reduction

Application scenarios:

1. When funeral and cemetery expenses are submitted in **separate** WFCAP applications, the reduction is proportionate to the **total available funding**.
2. When funeral and cemetery expenses are submitted in a **single** WFCAP application, the reduction is proportionate to the **total requested funding**.

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Life Insurance Payment Reduction

Scenario 1:

The reduction proportion is based on the total funding available.

WFCAP Total Funding Available

Service Provider Type	Total WFCAP Funding Available*	Percentage of WFCAP Funding Available
Funeral Home	\$ 1,500	60%
Cemetery	\$ 1,000	40%
Total	\$ 2,500	100%

*Current policy limits

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Life Insurance Payment Reduction

Scenario 1:

- The percentages of 60/40 are a result of the maximum amount of funding available by service provider type.
- These percentages will always be 60/40 when applied to the reduction method for this scenario.

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Life Insurance Payment Reduction

Scenario 1: example of reduction method based on a \$4,000 life insurance policy

WFCAP Applications Submitted Separately

Service Provider Type	Amount of Life Insurance Over \$3K	Percentage Reduction	Amount of Reduction	WFCAP Request Amount	Net Funding Available
Funeral Home Cemetery	\$ 1,000	60%	\$ (600)	\$ 1,000	\$ 400
		40%	\$ (400)	\$ 1,000	\$ 600

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Life Insurance Payment Reduction

Scenario 2:

- The reduction proportion is based on the total requested funding.
- The percentages will vary based on the amount each service provider requests.

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Life Insurance Payment Reduction

- Scenario 2: example of reduction method based on a \$3,500 life insurance policy

WFCAP Application Submitted Together

Service Provider Type	WFCAP Request Amount	Percentage Reduction	Amount of Life Insurance Over \$3K	Amount of Reduction	Net Funding Available
Funeral Home	\$ 1,000	50%	\$ 500	\$ (250)	\$ 750
Cemetery	\$ 1,000	50%		\$ (250)	\$ 750

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Life Insurance Versus Burial Assets

- A burial asset must be used to pay for the decedent's funeral, cremation, and cemetery expenses, regardless of the amount of the burial asset.
- A life insurance policy must be used to pay for the decedent's funeral, cremation, and cemetery expenses if the policy is more than \$3,000.
 - Only the amount that is more than \$3,000 needs to be used to pay for expenses.

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Life Insurance Versus Burial Assets

Burial assets example:

- Total expenses charged by a funeral home are \$3,800.
- The decedent has a burial trust in the amount of \$2,000.
- In addition, the decedent's family is able to pay \$1,000 in cash toward the funeral.
- After applying the burial trust and family contribution, there is an unmet amount of \$800, for which the funeral home would qualify for WFCAP payment.

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Exemption From Certain Fees

WFCAP service providers are exempt from certain fees for WFCAP-eligible decedents.

– *Wis. Stat. § 49.785(1r)* A funeral home, cemetery, or crematorium that receives payment under sub. (1) shall be exempt from paying any of the following fees:

- (a) Fees for services rendered by a coroner or medical examiner.
- (b) Fees assessed for the signing of a death certificate by a coroner or medical examiner.
- (c) Fees assessed by a county related to transportation services.

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Exemption From Certain Fees

If these fees are included in the application for decedents with a date of death on or after October 3, 2016:

- WFCAP will deny these fees
- WFCAP will not apply these fees to the funeral or cemetery expense caps

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Notification of Program Changes

- Service providers are encouraged to sign up for email notifications of program updates at dhs.wisconsin.gov/em/signup.htm.
- A service provider update will be shared electronically 30–45 days prior to the effective date.

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Reminders

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Reminders

WFCAP is the payer of last resort.

- Payment is limited to unmet final expenses.
- Under no circumstances should WFCAP funds be requested in order to reimburse a party that has already paid an expense.

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Reminders

The Statement of Funeral Goods and Services Selected must be an identical copy of that given to the executor/representative and must accurately reflect the goods and services provided and the amount charged to the decedent's family.

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Reminders

- Crematories owned by a funeral home must have a different tax ID number in order to receive a cemetery/crematory payment.
- Only funeral home, cemetery, and crematory service providers may submit requests or appeal WFCAP decisions.

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Questions?

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Contact Information

Wisconsin Funeral and Cemetery Aids Program

1-888-859-0611

DHSWFCAPApplications@wi.gov

Jennifer McKenzie, Director

Jennifer.McKenzie@wisconsin.gov

Mary Wells, Lead Worker

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Protecting and promoting the health and safety of the people of Wisconsin

The new Park Manager/Superintendent position is forthcoming, as a result DPW is compiling a list of priorities the Park, Avian, Tree and Cemetery Committees would like the Manager to work on.

Preliminary plans are to acclimate the Manager to the parks (including cemeteries) via working closely with the Street Superintendent until the Manager is comfortable with their knowledge of the working systems of all the parks as well as their amenities and capabilities. Without this knowledge, the Manager cannot know the possibilities of what the parks can and cannot support and can be best learned from those who already know. This will allow the Manager to realize not only the capabilities of the parks, but their deficiencies. When these are identified, they then can be addressed to fit the vision of the Committees.

It is our hope that this will provide the Manager with a clear view looking forward, identify the needs and wants of the Community through the Committees, and begin to bring the position to its goal, which is a stand-alone Parks Department. A *sample* of the process was laid out in the draft position summary and another below.

Apx cost;

Park Manager	\$92,000.00 (2023)
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*DPW/Forestry Operator;	\$134,000.00 (2024) (filled)
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Parks Operator;	\$134,000.00 (2025-26)
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Year 1;	\$92,000.00 (2023)
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Year 2;	\$226,000.00 (2024) (possible Parks Operator)
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Year 3;	\$360,000.00 (2025) (possible Parks operator)
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(these positions can be deferred at Council discretion)

It is assumed that if the recreation aspect takes off, office staff will be needed.

Office Staff	p/t apx 1200hrs/yr	\$25,000.00
	Full time	\$95,000.00-\$100,000

This represents a possible scenario out of many and a starting point. The above Committees would weigh heavily in any discussion of bringing this to fruition and the Personnel Committee would be involved in any additional Staff. (During Personnel Committee meetings, one of the issues was the cost of adding Staff) Once the Manager is comfortable with the inner workings and physical aspects of the parks and staffing is addressed, the logical step would be to elevate the position to Director status and begin a Parks Dept separate from DPW. To begin that now would be fruitless as they would have no staff to carry out directives.

The priorities listed here are taken from the Job Description as well as conversations with the Committees and are *representative* of but not an all-inclusive list. If there are others you believe are more accurate, simply write them in on the blank lines. (limit 4) Rather than everyone turning in a priority list, we ask that each individual Committee Chair bring them to their respective meeting and *each Committee collectively submit one form with a majority rules ranking*. The intent of the Manager position is to help all the Committees with their wishes and be the conduit between them and taking action. Please understand that if an item is ranked lower than another, it does not mean it is not important nor that it will not be addressed, it means it is lower on the priority list. Please do this thoughtfully instead of simply ranking all items 5 as this will help guide the position. This is not a list of what you would like to see done, it is a list of priorities for the Park Manager to work from.

Please score each of the following on a 1-5 scale with 5 being most important and 1 being least important. (they are in random order and not all pertain to all Committees but please fill all, when complete please forward to the DPW)

_____ Playground improvements

_____ Planning, development, etc. of new and existing City park land.

_____ Capital improvement projects. (typically larger projects over \$25000, NOT maintenance)

_____ Tree, Bird City status, coordination

_____ Bike trail expansion

_____ Recreational activities with attention to indoor and outdoor activities for seniors and persons with special needs.

_____ Develop and maintain a catalog, both hard copy and online, notifying the public of recreational offerings area wide.

_____ Areas of rest/reflection. (small areas, benches, land- water overlooks, etc)

_____ Revenue generation and additional funding opportunities

_____ Bike trail maintenance

_____ Public exercise areas for adults

_____ Compose/draft rules/ordinances pertaining to Parks/Cemeteries

_____ City owned sidewalk maintenance

_____ City wide sidewalk review and expansion

_____ Park facility improvements. (buildings, sports fields, nature trails, etc)

_____ Non-sport activities. (sewing/knitting, pottery, gardening, cooking, basket weaving, bird watching/house building, star gazing, etc)

- _____ Grant opportunities
- _____ Park grounds improvements. (habitat, natural space, wetlands, etc)
- _____ Rights of Way and terrace improvements
- _____ Expanding tree planting and tree funding opportunities
- _____ Forming Park/Rec relationships with Municipalities within close proximity
- _____ Form relationships with YMCA, Library, Schools, etc for Park/Rec opportunities
- _____ Playground additions (new)
- _____ Impact fee coordination
- _____ Hillmoor property opportunities
- _____ Park land ADA accessibility
- _____ Safe routes to School
- _____ Advertising of Park amenities
- _____ Implementing public surveys regarding Parks/Rec

Committee_____ Date _____

Chair_____



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 2023 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
9/8/2023	CREM
9/12/2023	CREM
9/23/2023	CREM

Monthly Oak Hill Cemetery Update - Interments	
Date	Type
10/11/2023	FULL
10/26/2023	COLUMBARIUM
10/26/2023	COLUMBARIUM
10/26/2023	COLUMBARIUM
10/30/2023	CREM

COLUMBARIUM UPDATE

Until further notice columbarium niche sales will be suspended until further notice. Maintenance issues are being worked out.