

Lake Geneva Cemetery Board Agenda
Wednesday, February 21, 2024 – 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, January 17, 2024
5. Review/discussion/recommendation on process of notifying family/owner of damaged headstone and maintaining such documentation. Mary Sibbing will follow up with Nan @ DPW regarding such documentation in Pontem
6. Review/discussion/recommendation update on the 2024 WAC dues
7. Review/discussion/recommendation regarding inviting the new Park Superintendent to a Cemetery Board meeting for a meet and greet to understand the role and responsibilities of this position as it relates to the cemeteries. Mary Sibbing will follow up with the invitation
8. Review/discussion/recommendation on revised and updated Cemetery Rules/Regulations (see attached)
9. Review/discussion/recommendation regarding January financial reports
10. Review/discussion/recommendation on Tom Earle's DPW monthly report
11. Review/discussion/recommendation on DPW update on Oak Hill Cemetery Road status
12. Review/discussion/recommendation regarding DPW request on moving the purchase of new columbarium from 2027 to this year, 2024, as the market is trending toward cremations

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 (March 2024 is next review)
- Monitor annual membership to WAC in December. Required to submit dues in February of each year.
- 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
- Complete the 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. 15. Adjournment

CEMETERY BOARD MINUTES

Wednesday, January 17, 2024, 4:30 pm
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 Terry Krohn to approve Cemetery Board meeting minutes from Wednesday, November 15, 2023. Motion passed 5-0.

Recommendation on continued updated draft of Oak Hill and Pioneer Cemetery Rules/regulations #11 RE: responsibility of damage/repairs of headstones. Mary Sibbing updated the board on researching the boards vote to request a second opinion on Attorney Drapers opinion. WAC President responded to Sibbing's request for a second opinion. Damian Lenshek, President of WAC response in part was- *so as a practice, repairing damage might be the best (=fastest, fairest, and least costly!) Writing it into policy might not be the best option. WAC is not offering legal advice, and for that, your own attorney is your best source. So, you were right to consult the city attorney, and I think the best practice would be to listen to him.* A motion was made by Patrick Quinn and seconded by Terry Krohn that no verbiage in the rules/regulations for family/owner to be responsible for repairs of damage to headstones at the cemeteries will be written in the rules/regulations. Motion passed 5-0.

Discussion regarding notification and documentation of damage to headstones. Motion made by Patrick Quinn and seconded by Terry Krohn for protocol to document any headstone damage and what attempt was made to notify family/owner with documentation of that conversation. Motion passed 5-0. Mary Sibbing will follow up with DPW for possible documentation in Pontem.

Review of WAC 4th quarter newsletter, Cemetery Board suggested library book boxes be located in the cemeteries as noted in the newsletter. This will be a future agenda item.

Recommendation to pay dues to join WAC for 2024. Motion made by Patrick Quinn and Terry Krohn for \$141.00 for Annual Dues. Passed 5-0.

Recommendation to invite the newly hired Park Superintendent to attend a Cemetery Board Meeting for a meet-and-greet to understand the role and responsibilities of this position as it relates to the cemeteries. Motion made by Patrick Quinn and seconded by Mary Sibbing to invite the Park Superintendent to a future meeting. Motion passed 5-0. Sibbing will make those arrangements.

Recommendation to continue to the next meeting of the financial reports for review.

Discussion on Tom Earle's DPW monthly report to include Columbarium niches repairs and Pontem GIS glitch. Repairs for the Columbarium are still being worked on, and the Pontem GIS mapping glitch has been fixed.

Future agenda items:

- Invite future Park Superintendent to the Cemetery Board meeting.
- Ideas for future planning of newly acquired land at Oak Hill Cemetery.
- Review future costs of grade plots and fees.
- Review comptroller financial reports every 2 months, March 2024 is next review.
- Determine who will attend the 2024 annual conference of the WI Alliance of Cemeteries.
- State Statute 157.115 (2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years to sell these lots. This will be set aside for discussion with the newly budgeted Park Superintendent position for review and recommendation.
- Library Book Stations located in Oak Hill and Pioneer Cemeteries
- Follow up on Oak Hill road repairs.

Next meeting: Wednesday, February 21, 2024, 4:30 pm
Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 5:09 pm by Terry Krohn and seconded by Patrick Quinn.
Motion passed 5-0 to adjourn.

Respectfully submitted,
Ruth Monico,
Secretary

ADD CEMETERY DESIGN HERE

Rules and Regulations Oak Hill Cemetery - Pioneer Cemetery Add Ordinance # Here

Definitions:

- 1) "Cemetery lot" means a grave or two or more contiguous graves. Ownership of a cemetery lot includes the right to bury human remains in that cemetery lot as described in the rules and regulations.
- 2) "Burial" means entombment, inurnment, or interment.
- 3) "Mausoleum" means a building, structure or part of a building or structure that is used or intended to be used for the burial of human remains by placing a casket in a crypt located in the Mausoleum.
- 4) "Columbarium" means a structure of vaults lined with recesses for cremated cremains/urns.

All lot owners, grave site owners, columbarium owners, mausoleum owners, and visitors are subject to the following, as well as any City Ordinances not printed in this document.

1. All lots/graves/columbarium niches shall be sold subject to the rules and conditions provided, or which may be hereinafter passed by the Cemetery Board.
2. The purchase of cemetery lots/graves/columbarium niches shall go through the Treasurer's Office at Lake Geneva City Hall. A deed will be provided and documented with the cemetery sexton. A copy of this ordinance will be given to the deeded owner at the time of purchase.
3. Transfer of lots/grave sites/columbarium niches to another party must be reported to the office of the Sexton for recording before any party not listed on the deed shall be allowed the use of such lot and/or grave site. Transfer must come from the legal owner of the deed. No person will be recognized as a rightful owner or part owner of a lot/grave site unless his/her name appears upon the books of the Sexton. The City shall not be responsible for any mistake caused by the lack of proper paperwork and/or instructions for the particular space regarding a burial. Deeds and deed transfers are the responsibility of the owner. Deed transfers must be recorded with the Sexton office.
4. No burials of any kind except legal interment of human remains shall be permitted.
5. The speed limit in the cemetery shall not exceed 10 mph.
6. No domestic animals are allowed on cemetery grounds.
7. Leaving trash on the grounds except in a trash receptacle is forbidden.
8. The harvest of wild or planted flowers, damage to any tree or plant, defacing any structure, hunting or actions considered to be injurious to the cemetery in any way are strictly forbidden.
9. No recreational vehicles allowed. (4 wheelers, go-carts, mini-bikes, snowmobiles, etc.)
10. Children under 12 years of age are not permitted without adult supervision.
11. The city is not responsible for any damage to lots/graves/columbarium niches, or anything placed on a lot or grave including headstones/memorials, decorations, trinkets, décor of any

kind. The city is not responsible for loss or damage by vandalism or other acts beyond its reasonable control.

12. Should the City become aware of damage to any headstone, out of respect, notification to the owner/family should be attempted if possible. Sexton and/or staff shall inform the DPW Administrative Specialist that notification was attempted and was either successful or unsuccessful. The DPW Administrative Specialist shall document such notification in the Pontem "occupant notes" section
13. Any additions and/or improvements to a lot/grave must be approved by the Sexton.
14. Only cemetery employees under the direction of the Sexton shall disturb any sod or soil. No grass, tree, shrub, etc. shall be disturbed except by cemetery employees under the direction of the Sexton.
15. General maintenance of the cemetery grounds will be performed by the City. Headstones, headstone foundations, and memorial maintenance are the responsibility of the lot/grave owner.
16. No additions to include decorations, plants, etc. shall impede on a neighboring lot/grave site. Items encroaching on other grave sites shall be removed and disposed of by the city without notice.
17. Any items placed/planted on or near a grave site that appear unsightly or not maintained shall be removed at the sole discretion of the city.
18. Spring, summer, or fall decorations may be placed after 01 March and shall be removed by 01 Oct. Any items left after that date will be disposed of by the city.
19. Appropriate winter decorations may be placed on graves from 01 Nov until 01 March. Any decorations left after 01 March shall be disposed of by the city. Winter decorations shall not exceed 5' wide by 5' tall.
20. Inappropriate items that may be construed as offensive or injurious shall not be allowed and will be removed without notice at the sole discretion of the Sexton.
21. Burial options per grave site: The City shall allow one full and one cremation per grave site; two cremations per grave site; one full infant child on one full adult burial per grave site; one full infant child and one cremation per grave site; or one full infant child shall be allowed on one full burial or with one cremation dependent on available space, as sometimes vaults are only a foot or two below grade. If that is the case, a full infant will not fit with a full adult burial.
22. Notification to open a grave site must be received within two full working days prior to the need. In case of frost, four days is recommended.
23. One headstone shall be permitted per grave site. Family memorial markers shall be approved before purchase and allowed at the sole discretion of the Cemetery Board.
24. Headstones and/or memorials shall be harmonious in shape, design, and material with other headstones in the immediate area.
25. No markers, stones and or memorials of any kind shall be permitted until the grave lot/site is paid in full.
26. Traditional/full burials require a concrete vault. Any request of not using a vault is at the sole discretion of the City.



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 2024 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments

Date	Type
1/4/2024	CREM
1/12/2024	FULL
1/31/2024	FULL

COLUMBARIUM UPDATE

Columbarium niche sales will be suspended. The Sexton is working on maintenance issues with a stone company to see if we can somehow remedy the issues.

NEW PONTEM COLUMBARIUM UPDATE

The columbarium was successfully added to the Pontem software database.

The furnace BIDs were accepted and we're in the process of scheduling installation.