

CEMETERY BOARD MINUTES

Wednesday, February 21, 2024, 4:30 pm
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 (via phone), 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 January 17, 2024. Motion passed 5-0.

Discussion/recommendation regarding the process of notifying family/owner of damaged headstone and maintaining such documentation. Only Oak Hill Cemetery is in the Pontem program at this time. Sibbing checked with Administrative Specialist Grebenor who verified that information can be added in the "Occupant Notes" section after the Sexton sends the information. No action needed.

Update on the 2024 Wisconsin Association of Cemeteries (WAC) dues.

Sibbing confirmed that Comptroller Pisarcik submitted payment to WAC for the 2024 dues.

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.

New Park Superintendent is able to attend the March meeting. The job description will be included in the March packet for reference.

Discussion/recommendation regarding revised and updated Cemetery Rules and Regulations.

Members reviewed the most recently updated copy including responsibility for damaged headstones, etc. No changes necessary. This item will be included on the March agenda for final recommendation. Sibbing will include the logo at the top. Sibbing will also check with City to find out where the document should best be recorded: in the City Policy Manual or in City Ordinances.

Discussion/recommendation regarding January Financial Reports provided by City Comptroller.

No questions. By consensus, the members accepted the January Financial Reports.

Review/discussion regarding Public Works Director Report for January.

Board reviewed the report. No questions.

Discussion/recommendation on Oak Hill Cemetery Roads Status.

The cost is currently in the 2025 Capital Improvement Project (CIP) Budget. Question about whether grassy roads needed to now be paved. Sibbing said it is of concern to staff and families during periods of inclement weather. Director Earle continues to find companies to bid the project based on the small width of the roads and hairpin turns. Continued to March meeting.

Discussion/recommendation regarding Public Works Department request to move the purchase of a new columbarium from the 2027 CIP to this year, 2024.

Sibbing explained again from the Director's report that approximately 30-33 spots are left in the current columbarium. Staff are struggling with its maintenance. Members are asked to visit the cemetery BEFORE the March meeting to view the current structure to determine how to best match the new columbarium. Director Earle will be asked to attend in person or via phone to explain staff suggestions and ideas.

Future agenda items:

- Free Little Library
- Possibility of including Pioneer Cemetery in Pontem
- Ideas for future planning of newly acquired land at Oak Hill Cemetery.
- Review future costs of grade plots and fees
- Update Fee Schedule in City Ordinance.
- 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 each year. Include in Cemetery Budget yearly.
- 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.
- Determine who will attend the 2024 annual conference of the WI Alliance of Cemeteries.

Next meeting: Wednesday, March 20, 2024, 4:30 pm
Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 5:08 pm by Patrick Quinn and seconded by Terry Krohn.
Motion passed 5-0 to adjourn.

Respectfully submitted,
Mary Jo Fesenmaier,
Alderman Dist. 2, Council Liaison