

Lake Geneva Cemetery Board Agenda
Wednesday, March 20, 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, February 21, 2024
5. Meet and greet the Park Superintendent, Ms. Samantha Ingo, regarding her role and responsibilities as it relates to the cemeteries
6. Review/discussion/recommendation on revised and updated Cemetery Rules/Regulations (see attached) to FLR and/or City Council
7. Review/discussion/recommendation on logo heading for cemetery rules/regulations. Sibbing will update
8. Review/discussion/recommendation on where the revised rules and regulations should best be recorded, City Policy Manual or as City Ordinance. Sibbing will update
9. Review/discussion/recommendation regarding March 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. Sibbing will update
12. Review/discussion/recommendation regarding DPW request on moving the purchase of new columbarium from 2027 to this year, 2024. Update by Sibbing
13. Review/discussion/recommendation on board members ideas for new columbarium
14. Review/discussion/recommendation on adding Pioneer Cemetery to Pontem. Sibbing will update

15. Future agenda items:

- Ideas for future planning of newly acquired land at Oak Hill Cemetery.
- Free Little Library
- Review and update future costs of grave plots and fees.
- Review comptroller financial reports every 2 months (May 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.

16. Set next meeting date/time

17. Adjournment

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

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: February 2024 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments

Date	Type
2/1/2024	FULL
2/3/2024	FULL
2/26/2024	FULL

UPDATE

Cemetery shop furnace has been installed and is now working. We are also working on maintenance of the Sexton shed and removal of material from the dump area.