

Lake Geneva Cemetery Board Agenda
Wednesday, April 17, 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, March 20, 2024
5. Review/discussion/recommendation to send to the Common Council at the next regularly scheduled meeting to approve the revised and updated cemetery rules and regulations to include the present fees schedule as City Policy as directed in **City Ordinance**, Division 5, **Cemetery Board, Sec. 2-308**
6. Review/discussion/recommendation on logo heading for cemetery rules/regulations. Neal Aspinall followed up: submitted estimate is in the amount of \$225.00. If approved, he can have 1-2 concepts by the next meeting. And final art 1-2 weeks after approval of pencil roughs. See attached.
7. Review/discussion/recommendation on Tom Earle's DPW monthly report
8. Review/discussion/recommendation regarding DPW request on moving the purchase of new columbarium from 2027 to this year, 2024. Update by Sibbing
9. Review/discussion/recommendation on adding Pioneer Cemetery to Pontem. Sibbing will update

10. Future agenda items:

- Ideas for future planning of newly acquired land at Oak Hill Cemetery.
- Review with vendors architectural design of proposed Columbarium.
- Annual and as needed review and update future costs of grave plots and fees.
- Annual review of cemetery rules and regulations
- Review comptroller financial reports every 6 months (next review September 2024)
- 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. Park Superintendent position will review and recommend.
- Determine who will attend the September 2024 annual conference of the Wi Alliance of Cemeteries

11. Set next meeting date/time

12. Adjournment

CEMETERY BOARD MINUTES

Wednesday, March 20, 2024, 4:25 pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:25 pm.

Roll call:

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

Comments from the public. None

Motion made by Ruth Monico and seconded by Patrick Quinn to approve Cemetery Board meeting minutes from February 21, 2024. Motion passed 5-0.

Samantha Ingo, the new Park Superintendent, introduced herself to the Cemetery Committee and explained her role and responsibilities as it relates to the Cemeteries. She will be the liaison and relay our concerns to Tom Earle, DPW. Samantha is aware of the boards questioning of sale of plots under State Statutes 157.115(2) *Abandonment of Cemetery Lots*. President Mary Sibbing will continue to work also with Tom Earle.

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

When approved, the updated Cemetery Rules/Regulations will be posted at the Cemetery and to families of new interments. Discussion over whether the Cemetery Rules/Regulations would be a Policy or an Ordinance; . President Mary Sibbing will follow up.

Neal Aspinall is designing a logo heading for the above mentioned Rules/Regulations. Patrick Quinn made a motion to pay the invoice for the logo when approved by the Committee. Terry Krohn second the motion. Motion passed 5-0.

Discussion/Recommendation regarding March and future financial reports. The Cemetery Committee discussed receiving a financial report every 6 months as opposed to every other month. Patrick Quinn made a motion to review the financial reports every six months, as opposed to every other month. Terry Krohn seconded the motion. Motion passed 5-0.

Reviewed Tom Earle's DPW monthly report. No questions from the committee.

Discussion on DPW update on Oak Hill Cemetery Road status. DPW is continuing to seek out bids. Sibbing updated the board on Tom Earle's concerns of repairing Oak Hill Cemetery roads at this time. The cemetery dump, which has been accepting dirt/debris for almost 150 years now, is full. Director Earle has placed, in the Capital Improvement Plan, \$27,000 to have the dump regraded. It involves excavating and hauling away many hundreds of yards of material which has been placed from excavated grave sites. This money is in the budget for 2024. Director Earle states it becomes a delicate dance as to how we go about scheduling any road repair prior to excavating the dump. To drive 40-50 dump truck loads of material over newly paved roads would be counterproductive to our goal. Alderperson Fesenmaier presented information from the Delavan Cemetery including 2 companies able to bid small cemetery roads. President Sibbing will forward the information to Tom Earle.

Discussion/recommendation regarding Public Works Department request to move the purchase of a new columbarium from the 2027 CIP to this year, 2024. President Sibbing to follow up. Repairs are taking place, and the 2027 CIP may stand. Discussion about a proposed new Columbarium should be of similar architecture as it will be placed near to the present Columbarium. The Committee will talk with vendors as the project gets closer in the future.

Discussion on adding Pioneer Cemetery to Pontem. Patrick Quinn has a book entitled, "Pioneer Cemetery Pamphlet" which lists the names interred in Pioneer Cemetery. President Sibbing will purchase the pamphlet as an aide to identifying grave sites and adding those names to Pontom, if possible. Ruth Monico made a motion for President Sibbing to purchase the pamphlet. Terry Krohn seconded the motion. Motion passed 5-0.

Motion made by Patrick Quinn and seconded by President Sibbing to take off the Free Little Library from the Future agenda items. Passed 5-0.

Future agenda items:

- 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 6 months, September 2024 is next review.
- Monitor annual membership to WAC in December. Required to submit dues in February each year.
- State Statute 157.115 (2) *Abandonment of Cemetery Lots* regarding lots not interred for over 50 years to sell these lots. This will be an ongoing discussion with the newly budgeted Park Superintendent, Samantha Ingo, for review and recommendation.
- Determine who will attend the 2024 annual conference of the WI Alliance of Cemeteries, closer to the Conference.
- Complete the updated/revised Cemetery Rules/Regulations for recommendation to FLR/City Council as an ordinance for Code enforcement once completed.

Next meeting: Wednesday, April 17, 2024, 4:30 pm
Meeting Room A, Lake Geneva City Hall.

Motion made to adjourn at 5:12 pm by Patrick Quinn and seconded by Terry Krohn.
Motion passed 5-0.

Respectfully submitted,
Ruth Monico
Secretary



ESTIMATE

Client: Lake Geneva Cemetery Board

Date: 3/20/24

Purchase Order #:

Art Director: Mary Sibbing

My Job #: 247723

Your Job #:

DESCRIPTION

Subject matter: Logo for top of Rules/Regulations Document

Number of illustrations: Full Color: 1 Black and white: --

Medium: Digital

GRANT OF RIGHTS

For use as: Top of document

Product or publication: LG Cemetery Board Rules/Regulations Document

Territory: North America

Time: Unlimited

CANCELLATION

Prior to completing: 25% Due to customer dissatisfaction: 50% Any other reason: 100%

All rights not expressly granted shall be reserved to the illustrator

FEE

Usage rights granted above:

Image 1: Simple tasteful logo at top of LG Cemetery rules document \$225

Image 2:

Image 3:

Image 4:

TOTAL: \$225



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: March 2024 Report

CEMETERY UPDATE

OAK HILL CEMETERY INTERMENTS

Monthly Oak Hill Cemetery Update - Interments

Date	Type
3/4/2024	FULL
3/8/2024	CREM
3/16/2024	FULL
3/28/2024	FULL

UPDATE

Maintenance of the Sexton shed and removal of material from the dump area continues.