

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 Pontem, 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