

Lake Geneva Cemetery Board Agenda

Wednesday, May 15, 2024 – 4:30pm

Lake Geneva City Hall - Upstairs Conference

Room 2C

626 Geneva Street, Lake Geneva, WI 53147

President; Terry Krohn, Vice President; Ruth Monico, Secretary; Kathy Stoodley, Patrick Quinn; Alderman Frame, Council Liaison; Samantha Ingo, Park Superintendent and Staff Liaison

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 April 17, 2024.
5. Election of officers. City Ordinance Chapter 2. Administration ARTICLE V. BOARDS AND COMMISSIONS DIVISION 5. CEMETERY BOARD Sec. 2-302. Officers. Members of the Cemetery Board shall be elected annually in May.
6. Discussion/recommendation regarding Cemetery ordinances; review responsibilities.
7. Discussion/recommendation regarding monthly Comptroller Financial Report.
8. Review progress of the adoption of 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** (Frame)
9. Update 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.
10. Discussion/recommendation on Park Superintendent's Monthly Report.
11. Discussion/recommendation regarding DPW request on moving the purchase of new columbarium from 2027 to this year, 2024.
12. Discussion/recommendation on adding Pioneer Cemetery to Pontem; view link on website
13. Discussion/recommendation regarding which Board members are able to attend the September 2024 annual conference of the Wi Alliance of Cemeteries.

14. 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.
- Monitor annual membership to WAC (December). Submit dues in February of each year. Add Quarterly Newsletter to agenda/packet upon receipt.
- Review budget recommendations for next year (July).
- Possibility of increasing Board members from 5 to 7 for Board diversity (passed Feb 15, 2023, meeting).

- State Statute 157.115 (2) ***Abandonment of Cemetery Lots*** regarding lots not interred for over 50 years: possibility to sell these lots.

15. Future meeting: June 19, 2024 at 4:30 p.m.

16. Adjournment

This is a meeting of the Cemetery Board. No City Council action will be taken; however, a quorum of the Council may be present.

CEMETERY BOARD MINUTES

Wednesday, April 17, 2024, 4:30 pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Mary Sibbing at 4:30 pm.

Roll call:

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

Comments from the public. None

Motion made by Patrick Quinn seconded by Terry Krohn to approve Cemetery Board meeting minutes from March 20, 2024. Motion passed 5-0.

Recommendation regarding revised and updated Cemetery Rules and Regulations. Rules and regulations will be sent 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 Policy, as directed in **City Ordinance, Division 5, Cemetery Board, Sec. 2-308.**

Recommendation to reimburse Neal Aspinall for designing a logo heading for the above mentioned Rules/Regulations. Estimated amount is \$225.00. Neal will present 1-2 concepts at our next meeting and final art 1-2 weeks for Cemetery Board approval. Patrick Quinn made a motion to pay the invoice for the logo and Terry Krohn seconded the motion. Motion passed 5-0.

Reviewed/Recommendation on future DPW monthly reports. Cemetery updates noted. Maintenance of the Sexton shed and removal from the dump area is continuing. Recommended Park Superintendent will include updates on: Columbarium, road repair time frame, shed/office repair updates.

Discussion regarding the Public Works Department repair of the Columbarium. Parts are available and Ketterhagen Memorials is making the repairs.

Continuing Discussion on Adding Pioneer Cemetery to Pontom. Patrick Quinn has a book entitled, "Pioneer Cemetery Pamphlet" which lists the names interred in Pioneer Cemetery to the best of their knowledge. Ruth Monico will visit the Elkhorn Library and purchase the pamphlet for referencing those names to in possibly be included in the Pontom network depending on cost.

Future agenda items:

- Ideas for future planning of newly-acquired land at Oak Hill Cemetery.
- Review with vendors architectural design of proposed Columbarium.
- Annual review of Cemetery rules/regulations to include fees as indicated in City Ordinance. Next review due May 2025
- Review the comptroller's financial reports.
- 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.

- Determine who will attend the 2024 annual conference of the WI Alliance of Cemeteries, closer to the Conference.
- Neal Aspinall's logo-will the Board be able to use it for other purposes.

Next meeting: Wednesday, May 15, 2024, 4:30 pm

Motion made to adjourn at 5:01 pm by Patrick Quinn and seconded by Terry Krohn.
Motion passed 5-0.

Respectfully submitted,
Ruth Monico
Secretary

Chapter 2. Administration

ARTICLE V. BOARDS AND COMMISSIONS

DIVISION 5. CEMETERY BOARD

[Ord. No. 08-02, 3-10-2008; amended in its entirety 1-13-2014 by Ord. No. 14-01]

Sec. 2-301. Composition.

- (a) Size. The Cemetery Board shall consist of five members who shall be appointed by the Mayor and confirmed by the Common Council. All members of the Cemetery Board shall be residents of the City of Lake Geneva. At least one member shall be a Common Council representative.
- (b) Term. The terms of all members of the Cemetery Board shall be for two years. For the term beginning on May 1, 2014, two citizen member's terms shall expire April 30, 2015, and two member's terms shall expire April 30, 2016. Any member of the Common Council appointed to the Cemetery Board shall be appointed for a one-year term and be appointed at the annual organizational meeting or at a reasonable time thereafter.
- (c) Eligibility. Any elector of the City, whether or not he/she holds a public office, shall be eligible to be appointed as a member of the Cemetery Board. No more than two members of the Common Council shall be members of the Cemetery Board at any one time.
- (d) Members of the Cemetery Board shall serve without compensation.

Sec. 2-302. Officers.

- (a) Officers of the Cemetery Board shall be elected annually in May.
- (b) Officers of the Cemetery Board shall be elected by the appointive members of the Cemetery Board. The Cemetery Board shall select a President, Vice President and Secretary.

Sec. 2-303. Authority and duties.

- (a) The Cemetery Board shall have the following authority and duties:
 - (1) Serve in an advisory capacity to the Common Council on all cemetery related issues.
 - (2) Cooperate with the Director of Public Works, subject to final authority by the Common Council, in allocating labor and machine work necessary to landscape and maintain the cemetery grounds in accordance with rules and regulations of the cemetery.
 - (3) Recommend, in cooperation with the Comptroller and Administrator, to the Common Council, from time to time, as to the investment and handling of cemetery accounts and funds.
 - (4) Communicate with the public, in cooperation with the Comptroller and Administrator, as to the funding needs of the cemetery, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering gifting or bequeathing monies to the cemetery.

- (b) All meetings shall be held at City Hall.

Sec. 2-304. Authority of Common Council.

- (a) Final authority. The Common Council shall have the final authority over all issues and decisions which will likely have a substantial effect upon the cemetery. The Common Council may not take action on such issues or decisions until after review and recommendation by the Cemetery Board. However, the Common Council may direct any other specific issue not enumerated herein, to the Cemetery Board for review, whereby the Cemetery Board shall have 60 days to complete a review and report a recommendation to the Comptroller. If the Cemetery Board fails to report on any issue within such sixty-day period, the Common Council may act without recommendation, unless more time is specifically granted to the Cemetery Board by resolution of the Common Council. This authority shall cover, but not be limited to, the following issues:
 - (1) Accepting or conveying personal property with a fair market value of greater than \$1,000.
 - (2) Borrowing or lending funds.
 - (3) Cemetery employee labor relations and negotiations.
 - (4) Entering into any service or other contracts where the consideration for such contract has a fair market value of greater than \$1,000 in any one-year period.
- (b) Exclusive authority. The Common Council shall have exclusive authority, which means it has the sole authority to act with or without review and recommendation of the Cemetery Board, over the following issues:
 - (1) Accepting or conveying any interest in real estate, other than for the sale of burial lots or individual grave site easements.
 - (2) Investment and control of all cemetery accounts and funds, including, but not limited to, the investment and control of all gifts, memorials or bequests from estates. The Administrator and/or the Comptroller may be directed by the Common Council to act as representative of the Common Council for the purpose of carrying out the Common Council's authority under this subsection.

Sec. 2-305. Authority of Comptroller.

- (a) The Comptroller shall be responsible for the administration of all cemetery accounts and funds and is subject to the direction and authority of the Common Council as provided in Section **2-304(b)(2)**. This responsibility includes, but is not limited to, bookkeeping, accounting, collection and disbursement of funds, and any other duties as specified elsewhere in this division or this Code, as such duties relate to the cemetery.
- (b) The Comptroller shall annually report to the Common Council as to the status of all cemetery accounts and funds. Annual reports shall include, but not be limited to, the following:
 - (1) An accounting of amounts deposited in, amounts withdrawn from, other income accruing to and the balance at the close of the reporting period of such accounts.
 - (2) An accounting of all gifts received, income from gifts deposited in accounts not accounted for under Subsection (b)(1) of this section, amounts expended from those accounts and the balance of those accounts at the end of the reporting period.
 - (3) The name of any financial institution or other location of funds at the close of the reporting period.
- (c) The Comptroller may, according the direction of the donor and the conditions of any trust, invest or otherwise dispose of the moneys or property received by him or her in trust for any of the purposes of this division and according to the terms of the trust. The Comptroller shall in all things faithfully discharge such trust according to law.

Sec. 2-306. Review and reporting.

The Cemetery Board, under its normal meeting procedures, shall review and prepare a recommendation for the Common Council on all cemetery-related issues, with the exception of those issues falling under the Common Council's exclusive authority as designated in Section **2-304(b)**. The Common Council may also direct the Cemetery Board to review and prepare a recommendation on any cemetery-related issue, as the Common Council deems appropriate. The Cemetery Board shall then report in writing to the City Clerk all such issues that have been acted upon by the Cemetery Board. The Clerk shall place all such reported issues on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. If necessary, the Administrator may petition for the scheduling of a special meeting for an issue which requires immediate action or approval. Any member of the Common Council may choose to take an issue off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate. The Cemetery Board, in so reporting such issues to the Clerk, shall provide a background summary of the issue and a specific recommendation to the Common Council as to action or approval.

Sec. 2-307. Sexton.

The Cemetery Board shall hire a Sexton, subject to the approval of a majority of the Common Council, whose salary shall be paid from funds as specified by the Common Council. The Sexton shall be responsible for the day-to-day operations of the cemetery, subject to the direction of the Director of Public Works and final authority of the Common Council. The Sexton may attend Cemetery Board and/or Common Council meetings, but is not required to and will not be paid for such attendance unless specifically directed to attend by affirmative vote of the Cemetery Board or the Common Council. The specific duties of the Sexton shall include:

- (1) Administration and enforcement of the rules and regulations of the cemetery as established in Section **2-308(b)**;
- (2) Serving as an advisor to and representative of the Cemetery Board as directed by the Cemetery Board.

Sec. 2-308. Cemetery rules, regulations and fee schedules.

- (a) Cemetery Board's procedural rules. The Cemetery Board shall adopt its own procedural rules for the operation of its meetings and for other purposes, as needed.
- (b) Establishment and review. The Cemetery Board shall establish and at least annually review rules and regulations for the cemetery, as well as a fee schedule for all cemetery-related fees, easement prices, and the like. A copy of such rules and regulations and fee schedule shall be kept and made available to the public at the Clerk's and the Comptroller's office. The Cemetery Board shall report in writing to the Clerk and Comptroller any proposed change, repeal or amendment to the rules and regulations and fee schedule as the Cemetery Board has deemed appropriate by affirmative vote. The Clerk shall then place such proposals on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. Any member of the Common Council may choose to take a proposal off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate.

Sec. 2-309. through Sec. 2-312. (Reserved)



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



Mailing Address:
626 Geneva Street
Lake Geneva, WI 53147



Cemetery Location:
1101 Cemetery Road
Lake Geneva, WI 53147

OAK HILL CEMETERY

Phone: (262) 248-2789 Fax: (262) 248-4715

PRICE LIST *effective 1/1/15*

COLUMBARIUM INFORMATION

Niche in Columbarium (<i>includes Inurnment</i>):	\$1,200
Bottom Row only:	\$1,000
<i>(Perpetual care is \$200 and included in prices)</i>	
Second Inurnment (<i>if niche allows for two</i>):	\$150

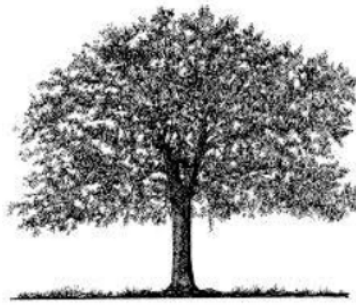
Note: In order to place two cremations in one niche, it is important that the urns are small enough to fit in the niche size of 11-3/8" x 11-3/8" in front, tapered to 11" x 9" in back. The small box that is usually sent from the crematory is the size that is needed if two are to fit in one niche. If a larger or fancier urn is desired, two niches would be needed for two cremations.

Niche Inscription Pricing:

One Family Name	\$240
One Individual Name	
One Birth Date	
One Family Name	\$275
Two Individual Names	
Two Birth Dates	
One Death Date	
To Add Death Date Later:	\$100
Family Name Only:	\$125
Title Lines (<i>Not over 18 letters</i>)	\$150
<i>Nicknames, Beloved Wife, Mother, etc</i>	
Attach a Small VA Plaque	\$100

*For uniformity, all inscription orders MUST be placed with Oak Hill Cemetery.
A small government plaque may be put on the niche door if the deceased was a veteran.*

Mailing Address:
626 Geneva Street
Lake Geneva, WI 53147



Cemetery Location:
1101 Cemetery Road
Lake Geneva, WI 53147

OAK HILL CEMETERY

Phone: (262) 248-2789 Fax: (262) 248-4715

PRICE LIST *effective 1/1/15*

INTERMENTS *(No Sunday Burials)*

<u>Grave Opening</u>	<u>Weekdays</u>	<u>Saturday</u>
Full Burial	\$675	\$800
Cremation	\$450	\$525
Infant (under one year)	\$200	\$300

Note: *Before or after a holiday, when employees are not working due to the holiday, Saturday prices will apply.*

Frost Charges apply from Nov. 1 st to March 15 th :	\$75
Stake-out Fees for foundations:	\$50
Foundation Charges (per square inch):	40¢

- An extra charge of \$100 applies to all burials after 2:30 p.m.
- If two cremations are buried at one time in the same grave, an extra charge of \$100 will be added.
- We do allow one full burial and one cremation in one full grave or two cremations in one full grave.

PLOTS

One Grave in any section: <i>(\$325 for grave and \$325 for perpetual care)</i>	\$650
Cremation Grave - Single (for only one): <i>(\$200 for grave and \$200 for perpetual care)</i>	\$400
Cremation Grave - Double (for two): <i>(\$250 for grave and \$250 for perpetual care)</i>	\$500