



CITY OF LAKE GENEVA

626 Geneva Street, Lake Geneva, WI 53147- (262) 248-3673-www.cityoflakegeneva.gov

Lake Geneva Cemetery Board Agenda

Wednesday June 19 2024 4:30pm

Lake Geneva City Hall – Upstairs Rm 2C

626 Geneva Street, Lake Geneva WI 53147

President Cathy Stoodley, Vice President Terry Krohn, Secretary Ruth Monico, Patrick Quinn, Alderwoman Linda 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 minutes from May 15, 2024
5. Discussion/recommendation regarding permanently changing meeting time from 4:30 pm to 4:00 pm on regularly scheduled days.
6. Discussion/ recommendation regarding monthly Comptroller Financial Report
7. Update/discussion regarding Neal Aspinall logo for rules/regulations and/or cemetery
8. Discussion/recommendation on Park Superintendents Monthly Report
9. Discussion/recommendation regarding DPW request on moving the purchase of new columbarium from 2027 to 2024.
10. Discussion/recommendation on adding Pioneer Cemetery to Pontem; view link on website
11. Discussion/recommendation regarding which Board members are able to attend the September 2024 annual conference of the WI Alliance of Cemeteries
12. Discussion/recommendation regarding updated cemetery pricing
- 13. 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. (passed Feb 15, 2023 meeting)
14. Adjournment

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

CEMETERY BOARD MINUTES

Wednesday, May 15, 2024, 4:30 pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Pro Tem Ruth Monico at 4:30 pm.

Roll call:

Present: Terry Krohn, Ruth Monico, Patrick Quinn (absent). New Board Members, Cathy Stoodley, Alderwoman Linda Frame, and guests, Alderwoman Mary Jo Fesenmeier, and Samantha Ingo, Park Superintendent.

Comments from the public. None

Motion made by Ruth Monico, seconded by Terry Krohn to approve Cemetery Board meeting minutes from April 17, 2024. Motion passed 2-0.

Election of Officers: Recommendation made by Ruth Monico to nominate Cathy Stoodley for President. Terry Krohn seconded the nomination. Passed 4-0.

Cathy Stoodley nominated Terry Krohn as Vice President. Alderwoman Linda Frame seconded the nomination. Passed 4-0.

Terry Krohn nominated Ruth Monico for Secretary, with Alderwoman Linda Frame seconding the nomination. Passed 4-0.

4:45 pm, Cathay Stoodley, Cemetery Board President, took over the meeting.

Discussion regarding Cemetery Ordinances; review responsibilities. Discussion on monthly Comptroller Financial Reports.

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**. Continued.

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. The Cemetery Board discussed if the logo could be used elsewhere. Cathy Stoodley will follow up with Neal.

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

Discussion/recommendation on Park Superintendent's monthly reports.

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

Continued Discussion/recommendation regarding DPW request on moving the purchase of new Columbarium from 2027 to the year 2024. Discussion continued with follow up by Samantha Ingo, Park Superintendent.

Continuing Discussion on Adding Pioneer Cemetery to Pontom. Patrick Quinn has a book entitled, 'Pioneer Cemetery Pamphlet' which lists the names of those interred in Pioneer Cemetery to the best of their knowledge. Ruth Monico purchased the pamphlet for referencing those names to be included in the Pontom network depending on cost. Follow up research indicates \$450.00 to add to Pontom and take up to 3 months to complete. Continued.

Future agenda items:

- 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 February 15, 2023 meeting.)

Next meeting: Wednesday, June 19, 2024, 4:30 pm

Motion made to adjourn at 5:34 pm by Linda Frame and seconded by Samantha Ingo

Respectfully submitted,
Ruth Monico
Secretary

CITY OF LAKE GENEVA

BALANCE SHEET

MAY 31, 2024

FUND 49 - CEMETERY PERPETUAL CAREASSETS

49-00-00-10600	INVESTMENTS-EDWARD JONES	772,799.66	
49-00-00-11111	FUND CASH	19,394.90	
49-00-00-12700	LAND	90,393.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
TOTAL ASSETS			884,600.08

LIABILITIES AND EQUITYLIABILITIES

49-00-00-24200	DUE TO INVESTMENT ACCT	1,800.00	
TOTAL LIABILITIES			1,800.00

FUND EQUITY

49-00-00-34800	RESTRICTED FUND BALANCE	842,828.40	
	REVENUES OVER EXPENDITURES - YTD	39,971.68	
TOTAL FUND EQUITY			882,800.08
TOTAL LIABILITIES & EQUITY			884,600.08

CITY OF LAKE GENEVA
BALANCE SHEET
MAY 31, 2024

FUND 48 - CEMETERY FUND

ASSETS

48-00-00-1111	FUND CASH	285,686.58	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
	TOTAL ASSETS		453,686.58

LIABILITIES AND EQUITY

LIABILITIES

48-00-00-21100	ACCOUNTS PAYABLE	332.25	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
	TOTAL LIABILITIES		168,332.25

FUND EQUITY

48-00-00-34800	ASSIGNED FUND BALANCE	199,830.91	
	REVENUES OVER EXPENDITURES - YTD	83,464.75	
	TOTAL FUND EQUITY		283,295.66
	TOTAL LIABILITIES & EQUITY		451,627.91

Account Number	Account Title	2024-24 Period Actual	2024-24 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	3,900.00-	3,900.00-	8,000.00-	4,100.00-	48.75
49-00-00-48110	INVESTMENT INCOME	10,736.64-	11,858.25-	18,000.00-	6,141.75-	65.88
49-00-00-48140	PORTFOLIO GAINS/LOSSES	33,972.48-	33,972.48-	10,000.00-	23,972.48	339.72
Total CEMETERY PERPETUAL CARE:		48,609.12-	49,730.73-	36,000.00-	13,730.73	138.14
CEMETERY PERPETUAL CARE						
49-00-00-59400	TRANSFER TO CEMETERY FUND	8,637.44	8,637.44	13,000.00	4,362.56	66.44
Total CEMETERY PERPETUAL CARE:		8,637.44	8,637.44	13,000.00	4,362.56	66.44
Total CEMETERY PERPETUAL CARE:		39,971.68-	41,093.29-	23,000.00-	18,093.29	178.67
CEMETERY PERPETUAL CARE Revenue Total:		48,609.12-	49,730.73-	36,000.00-	13,730.73	138.14
CEMETERY PERPETUAL CARE Expenditure Total:		8,637.44	8,637.44	13,000.00	4,362.56	66.44
Total CEMETERY PERPETUAL CARE:		39,971.68-	41,093.29-	23,000.00-	18,093.29	178.67
Grand Totals:		39,971.68-	41,093.29-	23,000.00-	18,093.29	178.67

Account Number	Account Title	2024-24 Period Actual	2024-24 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY FUND						
CEMETERY FUND						
CEMETERY FUND						
48-00-00-41110	PROPERTY TAX LEVY	168,000.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	.00	.00	3,500.00	3,500.00	.00
48-00-00-46540	SALE OF GRAVES/NICHES	3,425.00	4,725.00	20,000.00	15,275.00	23.63
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	300.00	350.00	700.00	350.00	50.00
48-00-00-46560	BURIAL INTERMENTS	12,425.00	13,925.00	26,000.00	12,075.00	53.56
48-00-00-48110	INVESTMENT INCOME	4,666.95	4,666.95	8,500.00	3,833.05	54.91
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	2,667.45	2,667.45	13,000.00	10,332.55	20.52
Total CEMETERY FUND:		191,484.40	194,334.40	239,700.00	45,365.60	81.07
CEMETERY FUND						
48-00-00-51200	CEM WAGES	49,332.28	54,574.23	126,596.00	72,021.77	43.11
48-00-00-51250	CEM OVERTIME	1,612.81	1,730.94	2,960.00	1,229.06	58.48
48-00-00-51260	CEM SEASONAL LABOR	2,781.54	3,691.55	20,888.00	17,196.45	17.67
48-00-00-51270	CEM ADMIN ASSISTANT	10,410.09	11,467.28	28,314.00	16,846.72	40.50
48-00-00-51340	CEM LIFE INSURANCE EXP	207.43	207.43	501.00	293.57	41.40
48-00-00-51345	CEM HEALTH INSURANCE	20,494.72	20,494.72	44,324.00	23,829.28	46.24
48-00-00-51350	CEM DENTAL INSURANCE	980.37	980.37	2,177.00	1,196.63	45.03
48-00-00-51355	CEM VISION INSURANCE	68.27	71.13	122.00	50.87	58.30
48-00-00-51360	CEM RETIREMENT EXPENSE	4,330.10	4,772.89	11,856.00	7,083.11	40.26
48-00-00-51370	CEM DISABILITY EXP	170.26	170.26	501.00	330.74	33.98
48-00-00-51380	CEM UNIFORM ALLOWANCE	1,400.00	1,400.00	1,400.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	4,891.60	5,433.60	13,675.00	8,241.40	39.73
48-00-00-52210	CEM TELEPHONE EXP	300.90	318.85	1,350.00	1,031.15	23.62
48-00-00-52220	CEM ELECTRICITY EXP	954.05	1,063.49	2,200.00	1,136.51	48.34
48-00-00-52240	CEM GAS HEAT EXP	1,620.42	1,620.42	2,400.00	779.58	67.52
48-00-00-52260	CEM WATER/SEWER EXP	1,395.69	1,395.69	3,500.00	2,104.31	39.88
48-00-00-52400	CEM BUILDING REPAIRS	131.25	131.25	15,000.00	14,868.75	.88
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	.00	.00	3,300.00	3,300.00	.00
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	100.00	100.00	.00
48-00-00-53130	CEM WORKERS COMP INS	1,476.78	1,476.78	4,000.00	2,523.22	36.92
48-00-00-53140	CEM LIABILITY/PROPERTY INS	581.89	581.89	2,350.00	1,768.11	24.76
48-00-00-53200	CEM MEMBERSHIP DUES	141.00	141.00	200.00	59.00	70.50
48-00-00-53320	CEM CONFERENCE	.00	.00	2,750.00	2,750.00	.00
48-00-00-53400	CEM OPERATING SUPPLIES	1,198.82	1,209.26	1,900.00	690.74	63.65
48-00-00-53410	CEM FUEL EXPENSE	935.61	935.61	6,500.00	5,564.39	14.39
48-00-00-53500	CEM BLDG MAINT SUPPLIES	32.97	32.97	650.00	617.03	5.07
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	651.67	651.67	3,750.00	3,098.33	17.38
48-00-00-53600	CEM MAINT SERVICE EXP	402.00	402.00	1,800.00	1,398.00	22.33
48-00-00-53620	CEM GROUNDS/LANDSCAPING	1,517.13	1,517.13	5,000.00	3,482.87	30.34
48-00-00-53990	CEM MISC EXP	.00	.00	1,750.00	1,750.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	.00	15,000.00	15,000.00	.00
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	.00	2,000.00	2,000.00	.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	3,750.00	6,000.00	2,250.00	62.50
Total CEMETERY FUND:		108,019.65	120,222.41	334,814.00	214,591.59	35.91
Total CEMETERY FUND:		299,504.05	314,556.81	574,514.00	259,957.19	54.75
CEMETERY FUND Revenue Total:		191,484.40	194,334.40	239,700.00	45,365.60	81.07
CEMETERY FUND Expenditure Total:		108,019.65	120,222.41	334,814.00	214,591.59	35.91

Account Number	Account Title	2024-24	2024-24	Current year Budget	Variance	% of
		Period Actual	Current year Actual		Current year	Budget
	Net Total CEMETERY FUND:	83,464.75	74,111.99	95,114.00-	169,225.99-	77.92-
	Net Grand Totals:	83,464.75	74,111.99	95,114.00-	169,225.99-	77.92-