

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 timeframe, 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 be included in the Pontom network.

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 every 6 months.
- 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.
- Neal Aspinall's logo-will the Board be able to use it for other purposes.

Next meeting: Wednesday, May 15, 2024, 4:30 pm
Meeting Room A, Lake Geneva City Hall.

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