

Lake Geneva Cemetery Board Agenda

Wednesday March 19, 2025 - 4:00 PM
Lake Geneva City Hall – Upstairs Room 2C
626 Geneva Street, Lake Geneva WI 53147

President Cathy Stoodley, Vice President Terry Krohn, Secretary Ruth Monico,
Alderswoman Linda Frame Council Liaison, City 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 January 15, 2025
5. Discussion/Recommendation regarding monthly Comptroller Financial Report
6. Discussion/Recommendation on City Staff Liaison Monthly Report
7. Confirmation of new cemetery pricing approved by Common Council
8. Proposed Cemetery logos from Neal Aspinall
9. WAC membership update
10. Update regarding Ash Spreading Ordinance
11. Future agenda items
12. Next meeting - April 16, 2025
13. Adjournment

CEMETERY BOARD MINUTES

Wednesday, January 15, 2025, 4:00 pm
Conference Room A, Lake Geneva City Hall

Meeting was called to order by President Cathy Stoodley at 3:58pm.

Roll call:

Present: Terry Krohn, Ruth Monico, President Cathy Stoodley, Alderwoman Linda Frame.

Comments from the public. None. However, John Beckmann, N32 Robin Road, Lake Geneva, asked if he could sit in on the meeting. Board agreed.

Motion made by Alderwoman Linda Frame and seconded by Terry Krohn to approve meeting minutes from December 18, 2024. Motion passed 4-0.

Motion made by Alderwoman Frame to approve monthly Comptroller Financial Report. Seconded by Terry Krohn; motion passed 4-0.

Discussion/Recommendation on City Staff Liaison Monthly Report.

Tom Earle, DPW, attended the Cemetery Board Meeting to provide the Board with the latest information on the monthly report. Tom stated he has two concerns to present to the Cemetery Board.

- 1) He recently has had several calls for families inquiring about spreading their family member's ashes in the Oak Hill Cemetery and in Library Park. Tom suggested that a rule be established and presented to FLR and also to the Park Board. At present, it is illegal to spread ashes in these locations or others, as well. Tom would like the Cemetery Board to follow up on this issue.
- 2) Tom stated that regular plot transfers need to fill out a form and pay a transfer fee.

Tom also presented drafts of living owner's transfers of burial rights and from deceased owners or grantees,

Motion made by President Stoodley to accept the living transfer of burial rights and seconded by Terry Krohn. Motion passed 4-0.

Motion made by Alderwoman Frame to accept the deceased owner or grantee transfer and seconded by Terry Krohn. Motion passed 4-0.

Recommendation to establish a \$150.00 transfer fee for both forms. Motion made by Alderman Frame and seconded by Terry Krohn. Motion passed 4-0.

Other items discussed included the amount of debris that has been hauled away, but according to Tom, a lot more needs to be removed.

Road update: One road will be done this year; the rest at a later date. The plan is to start at the top and the lower roads also at a later time.

Pricing of burial plots. Tom recommends a 10-20% increase over the next couple years or 20% increase now and then an increase every year.

Tom is in contact with the Wisconsin Historical Society since Oak Hill is on the National Registry. With this distinguished designation, the question was raised as to what is required in the way of maintenance for Oak Hill Cemetery? Tom mentioned some thoughts on what items need to be addressed and discussion to be continued..

Last item from his report was a request to continue our membership in the WAC.

Future Agenda Items:

Questions regarding spreading of deceased family member's ashes in Oak Hill Cemetery and in Library Park.

Review Cemetery pricing.

Review the task order for the roads in Oak Hill Cemetery.

Next meeting: Wednesday, February 19, 2025, 4:00 pm

Motion to adjourn was made by Terry Krohn and seconded by Alderman Frame. Motion passed 4-0.

Meeting adjourned at 4:53 pm.

Respectfully submitted,

Ruth Monico

Secretary

CITY OF LAKE GENEVA
BALANCE SHEET
FEBRUARY 28, 2025

FUND 48 - CEMETERY FUND

ASSETS

48-00-00-11111	FUND CASH	292,224.40	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
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	TOTAL ASSETS		460,224.40
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LIABILITIES AND EQUITY

LIABILITIES

48-00-00-21100	ACCOUNTS PAYABLE	1,453.39	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
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	TOTAL LIABILITIES		169,453.39

FUND EQUITY

48-00-00-34800	ASSIGNED FUND BALANCE	156,144.44	
	REVENUES OVER EXPENDITURES - YTD	134,626.57	
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	TOTAL FUND EQUITY		290,771.01
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	TOTAL LIABILITIES & EQUITY		460,224.40
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Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY FUND						
CEMETERY FUND						
CEMETERY FUND						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	3,235.00	3,385.00	3,500.00	115.00	96.71
48-00-00-46540	SALE OF GRAVES/NICHES	325.00	4,075.00	20,000.00	15,925.00	20.38
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	.00	.00	700.00	700.00	.00
48-00-00-46560	BURIAL INTERMENTS	1,275.00	1,275.00	26,000.00	24,725.00	4.90
48-00-00-48110	INVESTMENT INCOME	755.30	1,201.39	8,500.00	7,298.61	14.13
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	1,123.37	2,231.79	13,000.00	10,768.21	17.17
Total CEMETERY FUND:		6,713.67	180,168.18	239,700.00	59,531.82	75.16
CEMETERY FUND						
48-00-00-51200	CEM WAGES	10,270.40	20,472.48	135,437.00	114,964.52	15.12
48-00-00-51250	CEM OVERTIME	.00	.00	2,960.00	2,960.00	.00
48-00-00-51260	CEM SEASONAL LABOR	.00	87.20	16,584.00	16,496.80	.53
48-00-00-51270	CEM ADMIN ASSISTANT	2,234.39	4,456.03	29,462.00	25,005.97	15.12
48-00-00-51340	CEM LIFE INSURANCE EXP	40.98	82.13	674.00	591.87	12.19
48-00-00-51345	CEM HEALTH INSURANCE	4,189.70	7,773.42	59,729.00	51,955.58	13.01
48-00-00-51350	CEM DENTAL INSURANCE	222.00	407.23	1,950.00	1,542.77	20.88
48-00-00-51355	CEM VISION INSURANCE	11.15	20.71	139.00	118.29	14.90
48-00-00-51360	CEM RETIREMENT EXPENSE	869.08	1,829.83	11,461.00	9,631.17	15.97
48-00-00-51370	CEM DISABILITY EXP	37.72	75.44	501.00	425.56	15.06
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,400.00	1,400.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	926.72	1,976.13	13,884.00	11,907.87	14.23
48-00-00-52210	CEM TELEPHONE EXP	97.47	124.69	1,250.00	1,125.31	9.98
48-00-00-52220	CEM ELECTRICITY EXP	.00	626.95	2,200.00	1,573.05	28.50
48-00-00-52240	CEM GAS HEAT EXP	423.15	586.89	2,400.00	1,813.11	24.45
48-00-00-52260	CEM WATER/SEWER EXP	270.00	540.00	3,500.00	2,960.00	15.43
48-00-00-52400	CEM BUILDING REPAIRS	811.24	811.24	15,000.00	14,188.76	5.41
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	.00	.00	4,000.00	4,000.00	.00
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	.00	2,350.00	2,350.00	.00
48-00-00-53200	CEM MEMBERSHIP DUES	.00	.00	200.00	200.00	.00
48-00-00-53320	CEM CONFERENCE	.00	.00	2,000.00	2,000.00	.00
48-00-00-53400	CEM OPERATING SUPPLIES	.00	353.99	1,900.00	1,546.01	18.63
48-00-00-53410	CEM FUEL EXPENSE	495.82	787.78	6,000.00	5,212.22	13.13
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	.00	650.00	650.00	.00
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	.00	.00	3,750.00	3,750.00	.00
48-00-00-53600	CEM MAINT SERVICE EXP	.00	.00	1,800.00	1,800.00	.00
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	.00	5,000.00	5,000.00	.00
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	700.00	700.00	2,000.00	1,300.00	35.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	.00	7,000.00	7,000.00	.00
Total CEMETERY FUND:		21,599.82	43,112.14	355,331.00	312,218.86	12.13
Total CEMETERY FUND:		28,313.49	223,280.32	595,031.00	371,750.68	37.52
CEMETERY FUND Revenue Total:		6,713.67	180,168.18	239,700.00	59,531.82	75.16
CEMETERY FUND Expenditure Total:		21,599.82	43,112.14	355,331.00	312,218.86	12.13

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
	Net Total CEMETERY FUND:	14,886.15-	137,056.04	115,631.00-	252,687.04-	118.53-
	Net Grand Totals:	14,886.15-	137,056.04	115,631.00-	252,687.04-	118.53-

Account Number	Account Title	2025-25 Period Actual	2025-25 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	.00	4,000.00-	8,000.00-	4,000.00-	50.00
49-00-00-48110	INVESTMENT INCOME	1,123.37-	2,231.79-	18,000.00-	15,768.21-	12.40
49-00-00-48140	PORTFOLIO GAINS/LOSSES	2,689.07-	23,934.07-	10,000.00-	13,934.07	239.34
Total CEMETERY PERPETUAL CARE:		3,812.44-	30,165.86-	36,000.00-	5,834.14-	83.79
CEMETERY PERPETUAL CARE						
49-00-00-59400	TRANSFER TO CEMETERY FUND	1,123.37	2,231.79	13,000.00	10,768.21	17.17
Total CEMETERY PERPETUAL CARE:		1,123.37	2,231.79	13,000.00	10,768.21	17.17
Total CEMETERY PERPETUAL CARE:		2,689.07-	27,934.07-	23,000.00-	4,934.07	121.45
CEMETERY PERPETUAL CARE Revenue Total:		3,812.44-	30,165.86-	36,000.00-	5,834.14-	83.79
CEMETERY PERPETUAL CARE Expenditure Total:		1,123.37	2,231.79	13,000.00	10,768.21	17.17
Total CEMETERY PERPETUAL CARE:		2,689.07-	27,934.07-	23,000.00-	4,934.07	121.45
Grand Totals:		2,689.07-	27,934.07-	23,000.00-	4,934.07	121.45

CITY OF LAKE GENEVA
BALANCE SHEET
FEBRUARY 28, 2025

FUND 49 - CEMETERY PERPETUAL CARE

ASSETS

49-00-00-10600	INVESTMENTS-EDWARD JONES	848,417.19	
49-00-00-11111	FUND CASH	14,229.99	
49-00-00-12700	LAND	.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
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	TOTAL ASSETS		864,659.70
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LIABILITIES AND EQUITY

LIABILITIES

49-00-00-24200	DUE TO INVESTMENT ACCT	1,475.00	
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	TOTAL LIABILITIES		1,475.00

FUND EQUITY

49-00-00-34800	RESTRICTED FUND BALANCE	835,250.63	
	REVENUES OVER EXPENDITURES - YTD	27,934.07	
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	TOTAL FUND EQUITY		863,184.70
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	TOTAL LIABILITIES & EQUITY		864,659.70
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