

Unless specifically noticed otherwise, this meeting and all other meetings of this body are open to the public. Proper notice has been posted and given to the media in accordance with Wisconsin Statutes so that citizens may be aware of the time, place and purpose of the meeting*

NOTICE OF A PUBLIC MEETING

CEMETERY COMMISSION
Thursday, September 3rd 2020, 5:00 p.m.
New London City Hall

A-G-E-N-D-A

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Prior Meeting Minutes
 - a. August 27, 2020
5. Public Comment
6. Financials
 - a. Approval of monthly and year to date income / expense through August 31, 2020
 - b. Approval of Purchases and Invoices
7. Sexton's Report
 - a. **Monument Company Referrals** – was the list created to give with multiple options of providers that they can choose from?
 - b. **Non-potable Water Labels** – were tags found / ordered?
 - c. **Black dirt storage** –Walbruch / Hoffman to review sites and get cost for fencing and installation. Also check out relocating part of the fence along compost area. Bring a recommendation on location, fencing – new or existing moved, firm pricing to next meeting
 - d. **Corner grave markers**
 - i. Walbruch found a new sample he prefers approximate cost \$5.23 each / \$2615 for 501 units (to get best price break)
 - ii. Walbruch talked to Pat Glocke at MPB she didn't seem to have details
 - iii. Walbruch needs to get firm count (possible partnership with Ogdensburg) need firm price quote before next meeting
 - e. **Veterans Area in Cemetery** – tabled until winter then Walbruch can look into more and see what statutes / rules may apply
 - f. **Tree Removal** – need to get firm price for stump grinding by next meeting
 - g. **Asphalt Repair** – City of New London has a crack filling machine and would love to try it on cemetery, Walbruch to get firm quote by next meeting
 - h. **Complaints** –
 - i. **Has concrete base of Murphy stone been repaired?**
 - ii. **Do we have invoice from Mathewson Monuments?**
 - i. **Project Priority List for Remainder of 2020** – Walbruch to get **FIRM pricing** for outstanding projects to be considered for the 2020 year so that we are sure which items need to be in the 2021 Budget and on the Capital Item Request list. **All need to be turned in no later than 9/11/2020**
 - j. **2021 Budget**
 - i. Shaw to review budget using most up to date number and prep a spreadsheet for calculating expenses while at next meeting
 - ii. Add adverting, Irrigation services and possibly caulking for gazebo
 - iii. Other?

8. **Old Business** – review action plans from the 8/27/2020 meeting
- a. **Rules & Regulations for cemetery** – Kempen / Walbruch handed out copy of suggested revisions, **will table this topic until after budget is completed**
 - i. Jamie bringing samples from MPB and Hortonville Union
 - ii. Damage to stones / concrete bases under stones
 - iii. Eternal Candles
 - iv. Urn vaults – specify surface dimensions & the material required in the rules, add to rules
 - v. Stones that contain cremains – will not be allowed, add to rules
 - vi. Stone size regulations – we need to limit in case Jamie needs to move stones for digging other graves
 1. Need to add to rules that we are authorized to move stones as needed for maintenance or administrative reasons
 - vii. All committee members are to review rules, Jamie and Missy bring copy of all revisions
 - b. **Signage** – Jamie reported some info, Shaw to get firm pricing for next meeting on signs and locking cases
 - c. **Paving** – Jamie getting firm quote from City of New London by next meeting
 - d. **Office setup** – still in the works, flooring purchased, got supplies from City Hall, still looking for a 5 foot desk

9. **New Business**

- a. **2021 Budget – must complete at next meeting, need the following**
 - i. **Verify tree removal bid**
 - ii. **Get stump grinding firm bid**
 - iii. **Get crack fill firm bid from City of New London**
 - iv. **Black Dirt** – get a firm quantity for remainder of the year, need to include for filling all stumps we are removing and fixing the line where the pine trees will be removed by the gazebo. Rough estimate is 10 years for remainder of normal yearly services and 18 additional yards for the repair work – Walbruch / Hoffman get firm quantity and pricing
 1. **Tarps for covering dirt – quote**
 2. **Concrete blocks –have quote**
 3. **Fencing to secure area – need firm quotes**
- b. Other – Fall Clean Up
 - i. Has clerk been notified?
 - ii. Has info been posted on Facebook and city website?

10. Future Agenda Items

11. Next Meeting Date

12. Adjournment

*Agenda items are listed so as to accurately describe the actions or issue being considered instead of simply the document listing title or the parties to a contract. This is done as such titles or a list of parties to a contract conveys insufficient information to the public on whether a topic or project they are interested in is being considered.

It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the Americans with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, braille, readers, interpreters, amplifiers, transcription) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc. or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA Coordinator, Chad Hoerth, by telephone at:

(VOICE) 982-8500

and in person/letter at:

City Hall
215 N. Shawano St.
New London, WI 54961