

MEETING MINUTES
CEMETERY COMMISSION
New London City Hall
Thursday, October 1st, 2020 at 5:00 p.m.

MEMBERS PRESENT: Rob Way, Brian Strey and Laurie Shaw

OTHERS PRESENT: Missy Kempen, Craig Hoffman, Tracy Hoffman and Jamie Walbruck

1. **Call to Order** – The meeting was called to order at 5:05 p.m.
2. **Roll Call** – Quorum present
3. **Approve Agenda**
 - a. **Motion** by Way / Strey to approve agenda as presented, motion unanimously carried
4. **Approve Minutes of Prior Meeting**
 - a. Minutes of 9/3/2020 – **Motion** by Way seconded by Strey, to approved the 9/3/2020 minutes as presented, motion carried
5. **Public Comment**
 - a. None
6. **Financials**
 - a. Approval of Year to Date Income / Expenses through September 30, 2020
 - i. **Motion** by Stray seconded by Way to approve year to date income / expenses, motion carried
 - b. Approval of Purchases / Invoices
 - i. Vohrpal \$42.00 annual fire extinguisher check, New London Building Supply, \$6.99 repair
 1. **Motion** by Shaw seconded by Stray to approve invoices for payment
7. **Sexton Report – see complete attached report**
 - a. Office is in good shape, really coming together
 - b. Dirt work – re-did front of the building so wather flows better away from building
 - c. **Mathewson Monument Stone removal** – do we need to get permission from families to move stones for other burials? **Missy** to create form for families to sign prior to removal / disposal / alteration to sites. **Missy / Laurie** to create letter to go to Mathewson and other vendors who may try to alter sites
 - d. **Bridal Wreath Scrubs** – Jamie to remove in walkways or any that are intruding on grave sites
 - e. **Irrigation Services** – scheduled for week of October 15th annually
 - f. **Gazebo Clean Up** – electrical boxes are loose, NL Utilities were contacted and fixed immediately, scrubs were trimmed way back. Mathewson said we should plan to re-caulk the gazebo every 5 years at a cost of approximately \$500.00
 - g. **Calls about fall clean up** – people noticed its earlier but no problems
 - h. **What is maintenance for computer** - **Missy** will verify with Keith
 - i. **Cline Hanson Exhumation** – place wife in arms of deceased husband from 1970's – wait for call from funeral home to take action. If necessary, dig up top to look for identifying markers
 - j. **Non-potable Water Labels** – ordered and will arrive 10/12/2020 and will install this fall and submit invoice
 - k. **Black dirt storage** – bins are here, Jamie got 12 for the reduced price, city loader stacked them, Faulkes delivered a quad of black dirt and it fit perfectly, tarped off – all good
 - l. **Corner grave markers** – final price \$1800.64 for New London, \$158.48 for Ogdensburg, **Laurie** to verify with Judy that Ogdensburg can pay City of NL with a check
 - m. **Veterans Area in Cemetery** – tabled until winter then Walbruck can look into more and see what statutes / rules may apply
 - n. Video of Cemetery - Kempen contacted Casey Zemple to do a drone fly over promo before memorial day, he is VERY interested and would love to add bag pipes player. **Laurie** will add Zemple to the March 2021 Agenda

- o. **Tree Removal** – 3 trees down under the water tower and will keep going. Stump removal starting next week – 8 or 9 are ready
 - p. **Crack fill / Asphalt Repair** – crack fill will begin in October; sealcoat will be in spring at the guaranteed pricing
 - q. **Complaints** –
 - i. **Has concrete base of Murphy stone been repaired?** It is fixed
 - ii. **Do we have invoice from Mathewson Monuments?** Bill came for \$180 rather than the original \$150
 - 1. **Motion** Way seconded by Strey to pay the \$180, motion carried
8. **Old Business**
- a. **Project Priority List for Remainder of 2020** – Walbruch shared, budget proposal created and Laurie will complete and send to Judy Radke by budget deadline 9/11/2020. No capital items to submit at this time due to use of perpetual care funds
 - b. **2021 Budget** – Laurie sent to Judy, **motion** by Wey seconded by Strey to approved 2021 budget as presented, motion carried
 - c. **Signage** / Shaw shared some quotes for signs and locking cases
 - i. Locking case - decided on a 32 X 32 locking enclosed outdoor bulletin board for the side of the building at a cost of \$273.99 – **Walbruch** to order and install
 - ii. Signs for Rules / Regulations – group decided to order 7 total from vendor City of New London uses; cost of \$47.12 each plus a 1 time set up fee of \$35.00, we will use metal poles in the cold storage building and pay Tony’s Cemetery \$200 to assemble and install. **Walbruch** to wait for rules to be finalized to order signs with rules
 - d. **Tree removal bid - \$10,075.00 from New London Tree Service** – **Walbruch** to proceed
 - e. **Stump grinding approved above \$3530.00** – **Walbruch** to proceed
 - f. **Fall Clean Up** – Facebook posts are out and it was in the newspaper
 - g. **Rules & Regulations for cemetery** – Kempen / Walbruch handed out NEW copy of suggested revisions, **will table this topic until NEXT MEETING**
 - 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
9. **New Business**
- a. Committee Recommendation to add a Vice Chair to the committee (this would be 1 of the 3 current commission members)
 - b. Motion by Shaw seconded by Strey to appoint Way as Vice Chairperson of commission, motion carried
10. Future Agenda Items – review of Rule and Regulations distributed
11. Next Meeting Date – November 5th at 5 p.m., Missy book council chamber if possible
12. Adjournment
- a. Motion by Shaw seconded by Way to adjourn at 6:28 p.m., motion unanimously carried

Respectfully submitted,
 Laurie Shaw
 Cemetery Commission Secretary