

MEETING MINUTES  
CEMETERY COMMISSION

Thursday, June 11<sup>th</sup>, 2020 at 6:00 p.m.

MEMBERS PRESENT: Rob Way, Brian Strey and Laurie Shaw

OTHERS PRESENT: Mark Herter, Dave Morack, Chad Hoerth, Missy Kempen, Greg Mathewson, Craig Hoffman, Tracy Hoffman and Jamie Walbruck

1. Call to Order – The meeting was called to order at 6:01 p.m.
2. Approve Agenda
  - a. Motion by Shaw / Way to approve agenda as presented, motion unanimously carried
3. Approve Minutes of Prior Meeting
  - a. No action taken, need to get minutes from Pinch, will review at 6/18/2020 meeting
4. Roll Call – Quorum present
5. Public Comment
  - a. Greg Mathewson spoke on the following items
    - i. The cemetery is looking the best he has seen it in over 40 years – GREAT job
    - ii. A certain aluminum vases that are in the cemetery is being chewed on / scraped – Greg assumes its squirrels causing the damage. Greg noted that he will be replacing all damaged units for families and asked that a camera be installed to verify how damage is happening.
      1. ACTION – Walbruch will install a trail camera to see if they can determine cause
    - iii. Greg shared that in the past concrete rings were used in the past to indicate an unsold grave spots – just an FYI for group
    - iv. Greg asked if cremations required a concrete or marble urn – Walbruch shared that at this point it not an actual rule however it is the preferred choice for cremations
6. Approval of Purchases / Invoices
  - a. Group agreed that they needed to review annual invoices and set up some “rules” for payment of regular items so the Walbruch does not need to get pre-approval for all which would cause delays of payments. Group would like to see all invoices at monthly meetings as a part of the financial reporting
    - i. ACTION – Walbruch to gather all invoices going forward. Laurie will work with Judy Radke and April Hermes to get prior details for review purposes
  - b. Dumpster Fees – appear to be doing directly to April at the city for payment
    - i. ACTION – Missy will check with April to see how dumpster fees are currently working and will let Laurie know so it can be reported to the group
  - c. Irrigation Services – this is the company that turns the water on in the spring and off in the fall, not sure how or if this invoice has been getting submitted
    - i. ACTION – group to check the financials for history and make a plan moving forward, Laurie will gather data
  - d. New London Tree Service – Mike Pinch verbally approved an emergency tree removal (multiple dangerous branches hanging over a scheduled cremation location)
    - i. Motion by Shaw / Way to approve paying New London Tree Service invoice for \$316.50, motion unanimously carried
  - e. Roof repair to the cold storage building – City of New London repaired and will give “invoice” to be paid through GL

## 7. Commission Structure

- a. Chad Hoerth shared the Commission Code 1.05(9) that gives guidelines of the commission. Noted that Mayor appointment 3 Commission members with staggered 3 year terms and then the Commission annually appointments a Chairman and Secretary within their members, the City of New London Treasurer acts as the Treasurer for the Commission
  - i. Chairman is Brian Strey
  - ii. Secretary is Laurie Shaw
  - iii. Treasurer is Judy Radke
- b. Walbruch asked who on the Commission is his contact outside of meetings if items come up that need addressing (prior to next meeting)
  - i. ACTION – group to address and assign a Commission contact for Walbruch at the 6/18/2020 meeting

## 8. Sexton Report – see complete attached report

- a. Walbruch submitted his report and noted that all is going well however there are items group should plan for moving forward
- b. Water was turned on later than desired (however still prior to Memorial Day) due to a water pipe that had been broken over the winter. Walbruch now has a plan in place and the water is scheduled to be turned on the second week in May annually
- c. Many compliments were received surrounding cemetery at Memorial Day
- d. Walbruch is requesting that Commission make a priority list of action items for him to address
  - i. ACTION – Commission to review items that need addressing and how they align with the budget and make a plan for moving forward

## 9. Budget Development

- a. ACTION – Laurie to gather prior GL financial data for group to work from in creating the new budget. Laurie to talk to Judy Radke concerning account balances, available funds and how the accounts all work

## 10. Tour of Cemetery to View Concern Items (Trees / Gazebo)

- a. There are 5 large trees that are immediate safety concerns. Walbruch got quotes from Mid State Tree Service and New London Tree Service. Walbruch noted he would like to give vendors a firm completion deadline of 7/31/2020. Way / Strey will talk to Mike Pinch about NL Utilities possibly removing trees damaged when the water tower was sprayed. If they will cut them down they would be removed from the NL Tree Service bid
  - i. Motion will be consider at the 6/18/2020 meeting once NL Utilizes has been contacted
  - ii. There is a large tree that a grave owner wants to pay to have removed if the cemetery will do the stump grinding. Group agreed they would allow him to make the donation, once funds are in hand Walbruch will coordinate with vendor and city. Certificate of insurance listing city as additional insured must be obtained prior to any work
- b. Gazebo – there is cracking at the top of each pillar section of the gazebo. Vendor believes that water is penetrating the top and seeping into pillars, expand / contract causing cracks. Vendor suggest filling cracks with epoxy injection when pillars are most dry – probably July
  - i. Motion by Way / Shaw to approve paying vendor Carved Stone Creations \$1000.00 to repair gazebo, motion unanimously carried

## 11. Adjournment

- i. Motion by Strey / Way to adjourn, motion unanimously carried

Respectfully submitted,  
Laurie Shaw  
Cemetery Commission Secretary