

MEETING MINUTES
CEMETERY COMMISSION
New London City Hall
Thursday, June 18th, 2020 at 6:45 p.m.

MEMBERS PRESENT: Rob Way, Brian Strey and Laurie Shaw

OTHERS PRESENT: Chad Hoerth, Missy Kempen, Craig Hoffman and Jamie Walbruck

1. Call to Order – The meeting was called to order at 6:48 p.m.
2. Roll Call – Quorum present
3. Approve Agenda
 - a. **Motion** by Way / Shaw to approve agenda as presented, motion unanimously carried
4. Approve Minutes of Prior Meeting
 - a. Minutes of 3/12/2020 – **motion** by Way seconded by Strey, to approved the 3/12/2020 minutes as presented, motion carried
 - b. Minutes of 6/11/2020 – **motion** by Way seconded by Shaw, to approved the 6/11/2020 minutes as presented, motion carried
5. Public Comment
 - a. None
6. Financials
 - a. Approval of Purchases / Invoices
 - i. \$1800 donation for tree removal at cemetery was received at city, Jamie to proceed with scheduling tree service
 1. **Motion** by Strey seconded by Way to approve New London Tree Service to cut tree at a cost up to \$1800, noting the cemetery will pay for the stump removal, motion carried
7. Sexton Report – see complete attached report
 - a. Walbruck did not submit a formal report (see 6/11/20 for formal report) but he did share documents related to the following
 - i. State Statute 157(II) Disposition of Human Remains for review. Discussed headstones that have a compartment for holding ashes. Noted that cemetery loses money by allowing these, the size is outside our guidelines
 1. Will add to future agenda so that group can discuss during rule review
 - ii. Notified us of an area Cemetery Coalition meeting held annually in September, Greg Mathewson coordinates it. Jamie is planning to attend and talk to other cemeteries about processes and what they see happening and will report back to group
 - iii. Number of lots available – Jamie would like to work on a project with Missy to clearly make lots and determine which are available for sale and which are not. Noted 9937 total gravesites, approximately 5800 filled or already sold. Would like to get clearer data
 1. Will add to future agenda as discussion when Jamie has for details
 - iv. Burial rules and forms we are using – Jamie is concerned that according to state statute we should be collecting more data from the funeral homes related to burials. Noted that Most Precious Blood has a good form that collects all required data. Jamie will get copy from sexton, Pat Glocke and modify our form so that we are compliant. Jamie to get form to Missy for use moving forward
 - v. Cold storage building – Jamie wanted to make the group aware that the cold storage building is empty and has not been used for body storage in years. When researching Jamie found that the entrance door is small and is hard to fit vaults through. Jamie is wondering if there a possible different use for the building?
 - vi. Cemetery Records – any mapping info found is to be forwarded to Missy for review, if needed it will be stored, if not it will be disposed of

- vii. Process of grave sale – what is the complete process from start to finish. Jamie to discuss with funeral home, Missy and Jackie to get insight to complete process and report back to the group
 - viii. Cline Hanson sale of pre-paid at incorrect (lower) price – Jamie / Missy noted that Cline Hanson sold to 4 people (3 were pre-paid and 1 is not yet paid) at the lower rate – not noting the recent price increases. Group discussed and agreed to leave as is
 - 1. Motion by Way seconded by Strey to leave them at the lower rate they were sold at and that we will get updated price sheets to all funeral homes within 50 mile radius, motion carried. It was noted that we can use city envelopes and postage machine if needed
 - ix. Cell Phone Tower on Cemetery Property – Jamie gave Laurie a blue folder with contract info, Chad to see if city has active contract with Cellcom for the tower
 - x. Lawn crypts / vaults pre-placed in ground – there are 6 sales total, Missy to investigate.....after meeting Missy found that 5 of the 6 are already filled, only 2 spots for one family remain unfilled
 - xi. Letter to Governor Tommy Thompson – given to Missy for historical record keeping
 - xii. Urn Vaults – do we allow? They are a problem for probing, need to use metal detectors to find
 - 1. Will add to future agenda so that group can discuss during rule review
 - xiii. Rules & Regulations were distributed – orange is areas with suggested changes, group needs to review and make updated rules that will be enforced
 - 1. Will add to future agenda so that group can discuss during rule review; Jamie will get sample rules from MPB and Hortonville Union cemeteries
 - xiv. Signage – Jamie will get information on the DePere signs with aluminum and locks for displaying data
 - xv. Gazebo – Jamie called and is waiting for gazebo to dry out for repair – probably July
8. Old Business
- a. Laurie shared all budget and financial information collected from the treasurer and explained info to group. Discussed money in the budget available for use in 2020. Need Jamie to come up with a prioritized list with costs so we can move ahead and complete tasks that have funding this year. We will need to begin preparing a new operating budget and capital budget very soon, it needs to be completed and submitted by September 5, 2020 for the 2021 year
 - i. We are able to suggest deletion / inactivation of accounts no longer needed once the calendar year is over; gasoline, salaries, wages, temp wages, street dept OT, longevity, fringe benefits, gravel and cemetery, dirt and fertilizer
 - ii. We can request new accounts be added as needed; office supplies (printer ink)
 - iii. We can request account names be modified as needed
 - iv. Road paving – should watch capital budget when time is nearing for cemetery road repair and “piggyback” on another road project
 - v. Capital Budget Clarification – any expense over \$5000, does not need to be a piece of equipment, could be road paving, tree replacement program, signage etc....
9. Vandalism – Jamie to ask NLPD for increased patrol if issues arise
10. Office set up – Jamie to get proper desk, chairs, filing supplies and other items as needed for an operational office. Jamie to work with Missy and Keith to get computer working. Chad noted that items major trash items can be taken to the Hatten Park dumpster as needed during the clean up process
11. Next meeting – July 30, 2020 at 6 p.m. at New London City Hall
12. Adjournment
- i. Motion by Strey / Shaw to adjourn, motion unanimously carried

Respectfully submitted,
 Laurie Shaw
 Cemetery Commission Secretary