

MEETING MINUTES  
CEMETERY COMMISSION  
New London City Hall  
Thursday, July 30<sup>th</sup>, 2020 at 6:00 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 6:04 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 6/18/2020 – **Motion** by Way seconded by Strey, to approved the 6/18/2020 minutes as presented, motion carried
5. **Public Comment**
  - a. None
6. **Financials**
  - a. Approval of Year to Date Income / Expenses
    - i. **Motion** by Way seconded by Stray to approve year to date income / expenses, motion carried
  - b. Approval of Purchases / Invoices
    - i. Irrigation Services invoice for \$329.85 – water turn on fee and repairs. Noted that Irrigation Services should be added to budget as a yearly expense
      1. **Motion** by Shaw seconded by Way to approve payment of Irrigation Services invoice for \$329.85, motion carried
    - ii. Office Depot invoice for \$78.99 – printer toner expense
      1. **Motion** by Shaw seconded by Way to approve payment of Office Depot invoice for \$78.99 and to note that this is a reoccurring purchase that does not need to be pre-approved by the commission – it will be reviewed as a part of the monthly financial statements, motion carried
    - iii. Tony’s Cemetery Service \$7000.00
      1. **Motion** by Shaw seconded by Way to approve payment of \$7000.00 invoice and to note that this is an expected monthly expense that does not need to be pre-approved by the commission – it will be reviewed as a part of the monthly financial statements, motion carried
7. **Sexton Report – see complete attached report**
  - a. **Gazebo** – needed a signed contact, Shaw authorized Walbruch to sign on behalf of the cemetery, expects work to happen in July
  - b. **Black dirt storage** – Walbruch to talk to city about the status of the brush dumpsite, then a determination can be made as to the location / cost
  - c. **Corner grave markers** – Walbruch shared examples and pricing
    - i. Walbruch liked Center Cast Lasting Memories at a cost of \$8.10 each
    - ii. Walbruch to talk to Pat Glocke at MPB and verify their vendor / pricing
    - iii. Walbruch to get a count needed so we can get a firm cost before proceeding
  - d. **Veterans Area in Cemetery** – over the winter Jamie to contact Waupaca County Vets office to get info and see what statutes / rules may apply
  - e. **Labeling Sections** – Jamie / Missy to number the remaining cemetery sections based on their discretion and our needs
  - f. **Tree Removal** – Jamie gave update on tree removal / quote, Jamie to talk to Jason Bessette (arborist) for his opinion of the tree status and quotes
  - g. **Burial forms** – updated by Jamie / Missy and shared with the group, will start using

**h. Project Priority List for Remainder of 2020**

**i. Suggested 2021 Budget Items**

- i. Rob suggested that we add an Advertising Expense line item
- ii. Shaw to review budget and make suggestions for 2021 budget at next meeting

**8. Old Business – review action plans from the 6/18/2020 meeting**

- a. **Rules & Regulations for cemetery** – Jamie bring samples from MPB and Hortonville Union
  - i. Urn vaults – specify surface dimensions & the material required in the rules, add to rules
  - ii. Stones that contain cremains – will not be allowed, add to rules
  - iii. 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
  - iv. All committee members are to review rules, Jamie and Missy bring copy of all revisions
- b. **Signage** – Jamie get pricing and info from DePere aluminum locking case
- c. **Paving** – Jamie shared crack filling and sealcoating quotes, we cannot find record of any road work having been done, Jamie to ask Chad about the city's schedule and for a recommendation
- d. **Grave Sale Process** – Jamie / Missy talked the group through the process of grave sale start to finish
- e. **Cell phone tower** – does city of NL have contract? Yes city has the contract, it's not cemetery
- f. **Office setup** – still in the works, Jamie found flooring 9 x 12 for \$70.00
  - i. Motion Strey and seconded by Shaw to proceed with purchase of flooring for up to \$100.00. Motion unanimously carried

**9. New Business**

- a. **2021 Budget – initial planning discussion**
- b. Other

**10. Next meeting – August 27, 2020 at 5 p.m. at New London City Hall**

**11. Adjournment**

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

Respectfully submitted,

Laurie Shaw

Cemetery Commission Secretary