

MEETING MINUTES
CEMETERY COMMISSION
New London City Hall
Thursday, August 27th, 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 7/30/2020 – **Motion** by Way seconded by Strey, to approved the 7/30/2020 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. MK Flooring invoice for \$90.00 presented for coding – was approved at last meeting
7. **Sexton Report – see complete attached report**
 - a. **Gazebo** – work is done, Walbruck to see if a new invoice is coming or if the invoice we got for a quote is the bill, per Missy we cannot pay off an “estimate.” Greg Mathewson observed work and said it was a lot of work for the \$1000 and it was a good deal. Future maintenance would be caulking the structure, Walbruck to check into pricing of caulk. Also noted that the top black metal structure is getting rusty, we will need to keep an eye on it. Estimates for re-coating is are about \$4000.00
 - b. **Flowers around gazebo** – hydrangeas are overgrown, per Rice’s can be cut back 1/3 size, if wanted in the future you can get dwarf hydrangeas. There are also 8-foot tall yellow flowers that are overtaking the area and block the entrance, Walbruck to cut down. We will look at site in spring and see if further modifications are needed
 - c. **Arborist review of tree quote** – Jay Bessette from New London Utilities is an arborist and walked the ground with Walbruck and reviewed the estimate we have from New London Tree Service, he agreed with all recommendations
 - d. **Monument Company Referrals** – someone contacted Walbruck for a referral on a monument company. Missy stated that it is city policy to always give a list with multiple options of providers that they can choose from. Walbruck / Kempen to create list to hand out upon request
 - e. **Non-potable Water Labels** – all water spickets in the cemetery need to have label indicating “non-potable water.” Walbruck checked with Hoerth, they do not have a standard and suggested checking on Amazon for tags
 - f. **Black dirt storage** – Walbruck talked to city about the status of the brush dumpsite, no decision is being made any time in the near future. Walbruck / 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
 - g. **Corner grave markers** – Walbruck shared examples and pricing
 - i. Walbruck found a new sample he prefers approximate cost \$5.23 each / \$2615 for 501 units (to get best price break)
 - ii. Walbruck 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
- h. **Veterans Area in Cemetery** – Walbruch tried to reach a contact but was transferred without getting anyone who seemed to have authority. Table until winter then Walbruch can look into more and see what statutes / rules may apply
- i. **Labeling Sections** – Jamie / Missy to number the remaining cemetery sections based on their discretion and our needs, are finding many discrepancies ☹
- j. **Tree Removal** – Jamie gave update on tree removal / quote, per Jason Bessette (arborist) quote looks good. Need to get firm price for stump grinding by next meeting
- k. **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
- l. **Sale of Graves** – sold 3 lots in August, 2020
- m. **Complaints** – 2 reported; weeds and grass growing uneven due to drought and a mother whose son is buried at cemetery reported a recent chipping on the corner of the concrete base around her son's grave. Walbruch felt it was recent issue and felt that it was likely the result of mowing and told her he would pay for replacement of the base. He spoke with Mathewson and got a reduced cost of \$150.00. When Walbruch explained the situation to the commission it was determined that all issues of this type need to come before the commission. It is setting a precedence for repair and could lead to future issues. The Rules and Regulations will need to address an issue such as this and spell out whose responsibility it is or is not.
 - i. Motion by Shaw, seconded by Way for the commission to cover the cost of \$150.00 to Mathewson Monuments to replace the concrete base under the stone, motion unanimously carried
- n. **Compliments** – multiple have come in over the course of the month including Wauwautosa Funeral Home, a call in to Kempen and Donna Gabert who said the cemetery looks wonderful, **GREAT work Walbruch / Hoffman team**
- o. **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**
- p. **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
 - iii. Irrigation services
 - iv. Caulking for gazebo?

8. Old Business

- 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 is scheduled for October 5th, Walbruch to notify Jackie to post in paper, Kempen to get posted on Facebook and city website**

10. Next meeting – September 3, 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