

MEETING MINUTES
CEMETERY COMMISSION

New London City Hall

Thursday, September 3rd, 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 8/27/2020 – **Motion** by Way seconded by Strey, to approved the 8/27/2020 minutes as presented, motion carried
5. **Public Comment**
 - a. None
6. **Financials**
 - a. Approval of Year to Date Income / Expenses through August 31, 2020
 - i. **Motion** by Way seconded by Stray to approve year to date income / expenses, motion carried
 - b. Approval of Purchases / Invoices
 - i. None at this time, invoice coming from Mathewson Monuments for Murphy concrete base
7. **Sexton Report – see complete attached report**
 - a. **Monument Company Referrals** – list created and distributed
 - b. **Non-potable Water Labels** – 4 options were shared, group decided on option #3
 - i. **Motion** by Shaw seconded by Way to approve purchase of tags in option #3 with Tony’s Cemetery Service attaching a stainless steel jack chair to attach at a cost not to exceed \$300.00, motion carried
 - c. **Black dirt storage** –Concrete bin pricing was presented, we will need 12 bins for the project however if you purchase 14 you get 2 free due to price break. A quote from Mighty Fence was shared, cost was \$2410.00 installed and including 4 foot fence with (2) 8 foot gate doors. Tony’s can present a quote for using existing fencing if they install however at this time group decided to set up the concrete bin system in the back gated area that is currently close to the public. If it later opens to the public and becomes a problem we will revisit the purchase of fencing. For now we will just get the concrete blocks
 - i. **Motion** by Stray seconded by Way to approve purchase of 14 concrete blocks at a cost to not exceed \$980.00, motion carried
 - d. **Corner grave markers**
 - i. Walbruck presented a firm pricing for 516 markers \$1212.60 plus 4902 digits at \$588.24 for a total cost of \$1884.00 plus shipping
 - ii. **Motion** by Way seconded by Stray to approve purchase of 516 corner markers at a cost to not exceed \$1900.00 plus shipping cost, motion carried
 - e. **Veterans Area in Cemetery** – tabled until winter then Walbruck can look into more and see what statutes / rules may apply
 - i. Kempen suggested having new city videographer do a drone fly over promo before memorial day, Missy to contact Zemple about idea
 - f. **Tree Removal** – Tony’s presented 2 bids; Scotts Tree Service for \$3530.00 for 28 stumps/grind/haul away and Central Stump Grinding – Patrick Hawkinson for \$3949.00 for 28 stumps/grind/haul away

- i. **Motion** by Shaw seconded by Stray to approve hiring Scotts Tree Service at a cost of \$3530.00, motion carried
 - g. **Asphalt Repair** – Walbruch shared quotes from City of New London, Badgerland Asphalt, Asphalt Seal and Repair, Line by Line and Wolf River Sealcoating. Quotes included a variety of crack filling, repair and sealcoating costs. Group discussed each option.
 - i. **Motion** by Way seconded by Stray to approve Crack fill only \$3300.00 by Asphalt Seal & Repair or Crack fill / Repair / Sealcoat \$11750.00 by Badgerland, motion carried
 - h. **Complaints** –
 - i. **Has concrete base of Murphy stone been repaired?** Not yet
 - ii. **Do we have invoice from Mathewson Monuments?.** Not yet
 - i. **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
 - j. **2021 Budget**
 - i. Shaw shared spreadsheet and group discussed what numbers to submit. Missy updated the excel spreadsheets and e-mailed to Shaw who will finalize and send to Judy Radke by budget deadline 9/11/2020
 - 1. Will request addition of Adverting, Irrigation services and possibly caulking for gazebo
 - 2. Shaw to ask Radke to move the irrigation invoice for \$329.00 from Sundry account to Irrigation if possible
8. **Old Business** – review action plans from the 8/27/2020 meeting
- a. **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
 - b. **Signage** – Walbruch / 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
 - 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
 - 1. **Motion** by Way seconded by Stray to approve spending up to \$1000.00 for locking bulletin board and sign purchases as noted above, motion carried
 - c. **Office setup** – desk was donated to cemetery
9. **New Business**
- a. **2021 Budget** – must complete at next meeting, Laurie to send to Judy and group will give final approval at 10/1/2020 meeting
 - i. **Tree removal bid - \$10,075.00 from New London Tree Service**
 - ii. **Stump grinding approved above \$3530.00**
 - iii. **Get paving / road repair approved above \$3300.00 or \$11,750.00**

iv. Black Dirt – Walbruch shared quotes from Faulkes and Casey’s Excavating. Will need to purchase 10 yards for routine work and 20 yards for repair work. Pricing best through Faulkes

1. **Motion** by Shaw seconded by Stray to approve purchase of 30 yards of black dirt from Faulkes for a cost to not exceed \$800.00, motion carried
2. **Tarps for covering dirt – a 15 X 20 tarps are \$40.00, need 2**
 - a. **Motion** by Way seconded by Stray to approve purchase of 2 tarps at a cost to not exceed \$80.00, motion carried
3. **Concrete blocks – see above, purchase approved \$980.00**
4. **Fencing to secure area – tabled**

b. Other

- i. Fall Clean Up – need to notify clerk, it has been posted on city website
 - ii. Laurie to ask the city clerk if we can appoint Rob Way to be the vice chair in case the chairperson cannot attend a meeting?
10. Future Agenda Items – review of Rule and Regulations distributed
11. Next Meeting Date – October 1st at 5 p.m., Missy book council chamber if possible
12. Adjournment
- i. Motion by Way / Shaw to adjourn at 7:35 p.m., motion unanimously carried

Respectfully submitted,
Laurie Shaw
Cemetery Commission Secretary