

MEETING MINUTES  
CEMETERY COMMISSION  
New London City Hall  
Tuesday, March 23, 2021 at 4:45 p.m.

MEMBERS PRESENT: Rob Way, Brian Strey and Laurie Shaw

OTHERS PRESENT: Craig Hoffman, Tracy Hoffman, Jamie Walbruck and Missy Kempen

1. **Call to Order** – The meeting was called to order at 4:47 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 February 22, 2021 – **Motion** by Way seconded by Shaw, to approved the February 22, 2021 minutes as presented, motion carried
  - b. March 2, 2021
  - c. Minutes of March 2, 2021 – **Motion** by Way seconded by Shaw, to approved the March 2, 2021 minutes as presented, motion carried
5. **Public Comment**
  - a. None
6. **Financials**
  - a. Approval of Year to Date Income / Expenses through February 28, 2021
    - i. **Motion** by Way seconded by Shaw to approve year to date income / expenses, motion carried
  - b. Approval of Purchases / Invoices
    - i. None at this time
7. **Sexton Report**
  - a. Military group discussion reports related to a new Veterans section at the cemetery – Rob / Jamie’s meeting went really well, Jamie / Brian going on 3/25/2021
  - b. Status of cemetery fees – official review / vote
    - i. Motion by Way / seconded by Strey to approve the following fees; headstone marking \$60.00, grave marking \$60.00, \$75.00 for all funerals starting at 3 p.m. or later, transfer fee \$25 and deed fee \$25.00. Will post prices info in newspaper (Missy / Laurie – Missy to find last similar posting) will begin new prices 30 days after newspaper ad runs. Missy to post on Facebook, website, letters to funeral homes and monument companies
  - c. Corner Grave Markers – markers are here, just waiting for bolts
  - d. Tree Removal / Stump Grinding – trees are done; stumps being done week of 3/29/21
  - e. Signage –
    - i. Locking Case – here will be up in next 2 weeks
    - ii. 7 post signs – Hoerth delayed, Shaw to finalize proof and get order in
  - f. Discuss usage of back gated area at cemetery – people are still dumping brush, would like to get a sign and possibly a combo lock so that the city and cemetery crews can get in but not the public?
  - g. Status of plowing / salting – still going well, have plenty of supplies
  - h. Rules and Regulations for Cemetery – will do a complete review / update / finalize at next meeting. Missy send out latest version, all review prior to next meeting, come ready to finish
  - i. Other – Bike project – meeting went well with Parks & Rec, seemed to be the consensus that the school groups are welcome to use area but do not want to use it as a biking destination
8. **New Business**
  - a. Spring Clean Up Notice – draft shared, looked good, Missy to post on website, get to clerk for posting in newspaper (Press Star / Buyers Guide) for 1 week

- b. Military medallion project – Vets and Scouts want permission to start project on 5/1/2021. We would like to get press coverage and possibly a video by Casey Zemple, Laurie to arrange
    - i. **Motion** by Shaw, seconded by Way to approve the Vets and Scouts to polish up the vets bronze casts on the gravesites, motion carried
  - c. Memorial service layout / design – Craig is going further research and will bring to future meeting. Will need to determine who qualifies for this area and how we will layout if more than 1 person in family to be buried
  - d. Donation procedure and naming info from Winnebago County from Rob – future discussion, need a master plan
  - e. Hostas at cemetery entrance – 2 options, seeding or sod, Craig to check options and report back
  - f. Other
    - i. Seal coating – will begin the 1<sup>st</sup> week in May in sections
    - ii. Birdhouses in the cemetery – group will not allow bird houses, not in compliance with new rules being developed
9. **Future Agenda Items** – we would like to see what mapping of utilities, irrigation, and other underground items exist. Missy was able to pull up some different info during the meeting. Let's look into this further
10. **Next Meeting Date – 4/20/21 at 4:45 p.m.**
11. **Adjournment** – motion to adjourn by Shaw / seconded by Strey, carried