

MEETING MINUTES  
CEMETERY COMMISSION  
New London City Hall  
Tuesday, April 20, 2021 at 4:45 p.m.

MEMBERS PRESENT: Brian Strey and Laurie Shaw

MEMBERS ABSENT: Rob Way

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

1. **Call to Order** – The meeting was called to order at 4:51 p.m.
2. **Roll Call** – Quorum present
3. **Approve Agenda**
  - a. **Motion** by Shaw / Strey to approve agenda as presented, motion unanimously carried
4. **Approve Minutes of Prior Meeting**
  - a. Minutes of March 23, 2021 – **Motion** by Strey seconded by Shaw, to approved the March 23, 2021 minutes as presented, motion carried
5. **Public Comment**
  - a. None
6. **Financials**
  - a. Approval of Year to Date Income / Expenses through March 31, 2021
    - i. **Motion** by Stray 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**
8. **Old Business**
  - a. Seal coating – will begin the 1<sup>st</sup> week in May in sections, we are ready to go
  - b. Hostas at cemetery entrance – Craig shared cost info for sod for the hill  
Motion by Strey seconded by Shaw to proceed with removing existing plants and wood chips and sod the hill at a cost not to exceed \$3400.00. Motion unanimously carried.
  - c. Corner Grave Markers – everything is here, will do after Memorial Day.
    - i. Did we get Ogdensburg payment?
  - d. Signage –
    - i. Locking Case – is up, Jaime to put contact info and other important info in case
    - ii. 7 post signs – Hoer th ordered, waiting for them to arrive
  - e. Spring Clean Up Notice – postings are all completed
  - f. Military medallion project – Vets and Scouts ready to go, Laurie arranged John Faucher to do newspaper story and Casey Zemple to do video and promote through City of NL
  - g. 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 lay out if more than 1 person in family to be buried
  - h. Status of cemetery fees – official review / vote at this meeting since this was not officially an agenda item at the last meeting
    - i. Motion by Strey seconded by Shaw 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
  - i. 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? Laurie to talk to Chad and see if we can get a lock

- j. Rules and Regulations for Cemetery – will do a complete review / update / finalize at next meeting. Group completed review of the minutes. Would like to verify if this is a City of NL ordinance that needs approval

**9. New Business**

- a. Mapping of the cemetery grounds – 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
  - i. New London Utilities map is completed
  - ii. Water is in the process of being done
  - iii. We have nothing for the irrigation system

**10. Future Agenda Items –**

**11. Next Meeting Date – Tuesday, May 2021 at 4:45 p.m. at the cemetery**

**12. Adjournment – Motion to adjourn by Shaw seconded by Strey, unanimously carried**