

AGENDA
CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING
WEDNESDAY, JULY 20, 2022 6:00 PM
BERLIN CITY HALL CONFERENCE ROOM 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

- 1) Call to order/Roll Call.
- 2) General Public Comments. Registration card required (located at podium in Council Chamber.
- 3) Financial Report from the City Clerk, Treasurer. RECOMMENDATION: Receive and place on file the written reports from the City Clerk, Treasurer.
- 4) Minutes from the MAY 18, 2022 Oakwood Cemetery Meeting. RECOMMENDATION: Approve the minutes.
- 5) Discussion on Columbarium rules and regulations: RECOMMENDATION: Listen to the adhoc committee report. Action if Necessary.
- 6) Ghost Walk in October 2022. RECOMMENDATION: Listen to information and action as appropriate.
- 7) Discussion on joining the Wisconsin Alliance of Cemeteries
- 8) Next meeting date as necessary.
- 9) Sexton Report
- 10) Old Business
- 11) New Business
- 12) Adjourn

2022 ACTIVE OAKWOOD CEMETERY INVESTMENTS AND ACTIVITY

	Status	Investment Date	Due Date	Bank	Number Of Invest.	Invested Amount	Matured/ Cashed In	Balance	Rate of Interest	Days Invested	Interest Expected	2022 Interest Received
1	Active	6/25/2021	7/25/2022	F&M	701184	\$ 83,000.00	\$ -	\$ 83,000.00	0.40%	395	\$ 359.29	\$ 332.00
2	Active	6/22/2021	7/22/2022	F&M	701178	\$ 78,992.11	\$ (29,100.00)	\$ 132,892.11	0.40%	395	\$ 341.94	\$ 313.74
3	Active	9/22/2021	10/22/2022	F&M	701748	\$ 314,318.50	\$ -	\$ 447,210.61	0.40%	395	\$ 1,360.61	\$ -
4	Active			Fralish Stock	ConEdison	\$ 27,144.00	\$ -	\$ 474,354.61				\$ -
Oakwood Cemetery Checking Account Statement Balance as of 12/31/21								\$ 1,021.48				\$ 645.74

2022 Checking Account Activity

Chk#	Date	Debit/ Credit	Balance	Transaction Description
	BB 1/1/22		\$ 1,021.48	
1373	3/14/2022	\$ (950.00)	\$ 71.48	Ramaker CIMS Software
Deposit	3/15/2022	\$ 256.75	\$ 328.23	ConEdison
Deposit	6/15/2022	\$ 256.75	\$ 584.98	ConEdison
Deposit	6/15/2022	\$ 29,100.00	\$ 29,684.98	Investment cash out
1374	6/16/2022	\$ (3,500.00)	\$ 26,184.98	Heath Farms Flowers
1375	6/16/2022	\$ (17,000.00)	\$ 9,184.98	KnockOut Repair
Deposit	6/22/2022	\$ 313.74	\$ 9,498.72	Interest Payment from 701178
Deposit	6/25/2022	\$ 332.00	\$ 9,830.72	Interest Payment from 701184

STOCK ACTIVITY

2022	ConEdison	
	Stock	Value
Jan	\$ 83.62	\$ 27,144.00
Feb	\$ 81.36	\$ 26,442.00
Mar	\$ 90.40	\$ 29,380.00
Apr	\$ 98.03	\$ 31,859.75
May	\$ 92.65	\$ 30,111.25
June	\$ 98.63	\$ 32,054.75
July	\$ 97.24	\$ 31,603.00
Aug	\$ -	\$ -
Sep	\$ -	\$ -
Oct	\$ -	\$ -
Nov	\$ -	\$ -
Dec	\$ -	\$ -

OAKWOOD CEMETERY BOARD MEETING
WEDNESDAY, MAY 18, 2022
CITY HALL COUNCIL CHAMBERS

Moldenhauer called the May 18, 2022 Oakwood Cemetery Board meeting to order at 6:00 p.m. Roll call present: Leroy Moldenhauer, Carol Mulder, Nancy Gimenez, Gloria Lichtfuss, Dave LaBuda, Mary Kay Blazel, and Jane Waalkes. Also in attendance were Joe Drover, Sexton, Sara Rutkowski City Administrator and Ald. Luke Dretske.

There were no public comments. Next, the financial Report from the City Clerk/Treasurer with corrections from last months meeting. It was explained that some numbers were too large in the excel spreadsheet that when the document was printed, they printed as symbols and not numbers. Motion made by Mulder, second by Gimenez and motion carried by voice vote.

Next was minutes from the April 20, 2022 meeting. Mulder moved to approve the minutes, with a second Blazel. Motion carried on a voice vote.

Next was Election for Board positions. Mulder made a motion to appoint Moldenhauer as President, Blazel as Vice President, and Gloria as secretary. Second by Gimenez and motion carried by voice vote.

Discussion was held on repairs for the Chapel interior. Sexton Drover explained the cost had increased due to supplies demand and Knockout Restoration also included a new quote for the pillar repair. Motion made by Mulder to recommend to Common Council to award the bid to Knockout Restoration for the interior chapel repairs and exterior sealing for a cost of \$22,400.00 and the pillar repairs for a cost of \$3,200.00 for a total of \$25,600.00 in repairs. Second by Lichtfuss and motion carried via voice vote.

Columbariums rules and regulations were discussed. More information was requested before making a decision. Gimenez made a motion to create a Columbarium Subcommittee to look at rules and regulations to present to the board as a whole at a future date. Lichtfuss seconded the motion and it carried with a voice vote. President Moldenhauer appointed himself, Gimenez and LaBuda to the subcommittee.

Berlin Area Historical Society plans on having a Ghost Walk in October of 2022. This item was tabled until a clearer timeframe for chapel repairs was known.

Item 9 was skipped as it had been discussed along with Item 6.

Next meeting date was set for Wednesday, June 15 2022 at 6:00 pm in Council Chambers.

Sexton Drover gave his report and stated that staff is getting ready for Memorial Day.

No old business. Under New business, Gimenez asked for the Wisconsin Association of Cemeteries to be added to the next month's agenda.

At 6:33, Lichtfuss made a motion to adjourn, LaBuda seconded the motion which carried on a voice vote.

Respectfully submitted, Sara Rutkowski, City Clerk



Wisconsin Alliance
of Cemeteries

WISCONSIN ALLIANCE OF CEMETERIES

(FORMERLY WISCONSIN CEMETERY & CREMATION ASSOCIATION)

2022 ANNUAL DUES NOTICE

WAC annual dues for cemetery members are based on the number of interments, entombments and inurnments provided by the member in 2021.

2022 Dues Structure

- **Class A** (0-50 burials).....\$50
- **Class B** (over 50 burials – single property).....\$3 per burial (\$1,500 max.)
- **Class C** (over 50 burials – multiple properties)...\$3 per burial (\$2,500 max.)
- **Class D** (WI Catholic Diocese member).....\$500
- **Supplier Member**.....\$250

(Please submit prior to January 31, 2022)

Phone 920-733-1631
E-mail :
frank@stjosephcemetery.us
Website
www.wiscemeteries.org

Board of Directors

Frank Groh – President
St. Joseph Cemetery
Appleton

Tina LeFebre – Vice President
St Joseph Cemetery
Appleton

Jim Gallagher – Treasurer
Highland Memorial Park
Appleton

Amy Beauchamp – Secretary
Hillside Cemetery
Marshfield

Regan Barth
Neillsville City Cemetery
Neillsville

Mary Breivogel
Allouez Cemetery
Green Bay

Glen Porter
Highland Memorial Park
New Berlin

Please indicate what type of cemetery/organization you operate. Also, if you are a cemetery member, please indicate the number of “burials” you provided in 2021.

- Municipal
 - Non-profit
 - Religious
 - Supplier
 - Association for profit
 - Corporation for profit
 - Other _____
- New 2022 Member**

How many interments, entombments and inurnments did your cemetery provide in the calendar year 2021 ? _____

Supplier Representative
Ted Tingedahl
Matthews International Corp

Cemetery/Organization Name _____

Name/Title of Contact _____

Mailing Address _____

City _____ Phone _____

Cemetery Address _____

E-Mail(s) _____

Website _____

Please submit form – along with a **check made payable to:**
Wisconsin Alliance of Cemeteries

to the following address:

WAC Membership
St. Joseph Cemetery
1815 E Wisconsin Ave.
Appleton, WI 54911

Wisconsin Cemetery & Cremation Association Annual Management Course



September 8th, 2021

Located at the Red Lion Paper Valley, Appleton, WI

CEMETERY MANAGEMENT COURSE	
8:30am – 9:00am	Check-In for the Cemetery Management Course (Sponsorship from Imagination Granite)
9:00am – 9:15am	Cemetery Management Course Introduction
9:15am – 10:00am	Trust Funds & Cemetery Finances, <i>Presented by Todd Mannix</i>
10:00am – 10:15am	Break
10:15am – 11:15am	Cemetery Associations/Licensing and Reporting/Abandonment <i>Presented by E. Glen Porter III</i>
11:15am – 12:00pm	Cemetery Laws, <i>Presented by E. Glen Porter III & Frank Groh</i>
12:00pm – 12:30pm	LUNCH
12:30pm – 12:45pm	Wisconsin Funeral and Cemetery Aids Program, <i>Presented by William Hoffman</i>
12:45pm – 1:45pm	Cemetery Forms, <i>Presented by Frank Groh</i>
1:45pm – 2:00pm	Break
2:00pm – 2:30pm	Cremation/Columbaria/Crypts, <i>Presented by Frank Groh</i>
2:30pm – 3:15pm	Cemetery Problems & Solutions, <i>Presented by Frank Groh</i>
3:15pm – 3:30pm	First Call through Burial, <i>Presented by Mary Breivogel</i>
3:30pm – 4:00pm	Open Session: Questions & Answers
4:00pm	Course Completion

(<http://www.wiscmeteries.org/wp-content/uploads/2021/07/Management-Course-Agenda-2021.pdf>)

2021-Registration-Form-1 (<http://www.wiscmeteries.org/wp-content/uploads/2021/06/2021-Registration-Form-1.docx>) [Download](#)
<http://www.wiscmeteries.org/wp-content/uploads/2021/06/2021-Registration-Form-1.docx>



2021 Conference Registration September 8th-9th-10th, 2021

REGISTRATION INFORMATION:

Supplier Registration should be completed with the Supplier Registration Form

REGISTRANT NAME and TITLE:

ADDITIONAL REGISTRANT NAME(s) and TITLE(s):

BUSINESS NAME:

ADDRESS:

CITY: State: Zip Code:

PHONE: Email:

***No registration will be accepted without payment *No refunds after September 1, 2021.**

ARE YOU BRINGING A SILENT AUCTION ITEM? YES NO I cannot attend but would like to donate to the auction.

EARLY BIRD REGISTRATION FEES:

****Early Bird Deadline is August 1, 2021****

WCCA Conference Only (Covers sessions, Cocktail Hours and Meals): \$199.00 Member / \$249.00 Non-Member Per Person x _____ Person(s) =	
WCCA Conference PLUS Cemetery Management Course (Conference is discounted in this price): \$299.00 Member / \$339.00 Non-Member Per Person x _____ Person(s) =	
Cemetery Management Course ONLY \$129.00 Member / \$149.00 Non-Member Per Person x _____ Person(s) =	
Golf Outing (Includes green fees, cart & lunch) \$85.00 Per Person x _____ Person(s) =	
Dinner Guest (Thursday Dinner and Cocktails): \$40.00 Per Person x _____ Person(s) =	

TOTAL \$

FULL REGISTRATION FEE

****AFTER August 1, 2021****

WCCA Conference Only (Covers sessions, Cocktail Hours and Meals): \$235.00 Member / \$285.00 Non-Member Per Person x _____ Person(s) =	
WCCA Conference PLUS Cemetery Management Course (Conference is discounted in this price): \$329.00 Member / \$369.00 Non-Member Per Person x _____ Person(s) =	
Cemetery Management Course ONLY \$149.00 Member / \$169 Non-Member Per Person x _____ Person(s) =	
Golf Outing (Includes green fees, cart and lunch) \$85.00 Per Person x _____ Person(s) =	
Dinner Guest (Thursday Dinner and Cocktails): \$40.00 Per Person x _____ Person(s) =	

TOTAL \$

RETURN THIS FORM WITH CHECK PAYABLE TO:

Wisconsin Cemetery & Cremation Association, 1815 E. Wisconsin Ave, Appleton, WI 54911

FOR HOTEL RESERVATIONS PLEASE CONTACT:

Red Lion Hotel Paper Valley – 333 W. College Ave., Appleton, WI 54911 (920) 733-8000

King/Queen Rooms • \$90.00sgl / \$99.00 dbl. per night + taxes/fees (Rate good until August 10th) • Available Rooms are Limited!