

OAKWOOD CEMETERY BOARD MEETING
WEDNESDAY, April 19, 2023 6:00 pm
CITY HALL COUNCIL CHAMBERS

1.) Call to Order: Sara Rutkowski called the April 19th Oakwood Cemetery Board meeting to order at 6:00 p.m.

Roll Call: Present were: MaryKay Blazel, Nancy Gimenez, Dave LaBuda, and Gloria Lichtfuss. Jane Waalkes was excused. Others in attendance was Joe Drover, Sexton.

2.)General Public Comments: There were no public comments.

3.)Election of Officers: Blazel nominated Waalkes to serve as President, Gimenez seconded. The motion was carried by voice vote. Rutkowski will contact Waalkes to see if she is willing to serve in the role as President. Blazel nominated Gimenez to serve as VicePresident, LaBuda seconded, she accepted the nomination. Motion was carried by voice vote. Gimenez nominated Lichtfuss to serve as Secretary, Blazel seconded, she accepted the nomination. Motion was carried by voice vote. Rutkowski stated the Board is in need of two more Board Members and to contact her if anyone is interested.

4.)Financial Report: Reviewed by members. Drover noted that the plaster work is still being done in the chapel. Rutkowski stated that once it's complete the money will come out of the checking account to pay for it. She noted that the ConEdison stock earned additional interest of about \$25.00. Motion made by Blazel to accept the financial report, and Gimenez seconded. The motion was carried by voice vote.

5.)October 19th Meeting Minutes: The minutes from October 19, 2022 were reviewed and a motion by LaBuda to accept the minutes, seconded by Gimenez. The motion carried by voice vote.

6.)Discussion on Columbarium Bylaws/State Law Requirements: Rutkowski stated staff submitted a request a month ago to DSPS for administrative codes for regulations but hasn't received anything back yet other than they are understaffed. Rutkowski has been checking with the Department of Safety and Professional Services, CB6, as the state has created a standard guideline which would help us draft up rules/regulations and fee schedules. Staff will continue to work on the issue and present again in one month.

7.)Old Business:

8.)New Business: Staff topics for future meetings will be 1) Animal Burial Guidelines. 2) Columbarium Bylaws 3) Military Markers by Veterans graves 4) Policy for Adornments by Grave such as Shepherd's hooks, Statues, etc. that are a hindrance to staff when lawn mowing or in poor repair. 5) Virtual Meetings 6) Veteran's Walk.

9.) Next Meeting Date: May 17, 2023

10.) Adjourn: Gimenez made a motion to adjourn the meeting and Blazel provided the second. The motion was carried by voice vote. Meeting was adjourned at 6:35 p.m.

This report is respectfully submitted by Gloria Lichtfuss, Oakwood Cemetery Board Secretary

DRAFT