

CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING AGENDA AMENDED
WEDNESDAY APRIL 16, 2025 - 6 P.M.
CITY COUNCIL CHAMBERS
MEETING IS OPEN TO THE PUBLIC AND IS HANDICAPPED ACCESSIBLE

- 1) Call to order/Roll call
- 2) General Public Comments. Registration card required (located at podium in Council Chamber).
- 3) Election of Officers
- 4) Financial report
- 5) Minutes from October 16, 2024 Oakwood Cemetery Board meeting.
- 6) Old Business:
 1. Cemetery Trees
 2. Review Ranger Tree Service Report and findings – who needs copies of report
 3. Discuss purchase of up to 3 new trees this spring, and the remainder of the 6 in the fall of 2025
 4. Discuss setting up account with local nursery(s) for easier purchasing
 5. Update on new cemetery equipment (mower and truck)
- 7) New Business:
 1. Memorial Day preparations – put up signs located in chapel
 2. Distribute board member interest survey (Below)
- 8) Adjourn

**OAKWOOD CEMETERY BOARD MEETING
WEDNESDAY, October 16, 2024 6:00 P.M.
City Council Chambers**

1.) Call to Order: Nancy Gimenez called the October Oakwood Cemetery Board meeting to order at 6:02 p.m.

Roll Call: Board members present were: Beyer, Blazel, Erdmann, Gimenez, LaBuda and Lichtfuss. Staff in attendance were Sexton Drover and Thiel. Absent was: Seaman. There was a Quorum.

2.)General Public Comments: Meeting was open to the public. There were no public comments.

3.)Financial Report: Financial Report was reviewed. Sexton Drover noted the second half of the \$42,000.00 cost of the truck will be coming due in November. Gimenez noted that she paid for the trees and is in the process of being reimbursed. Thiel noted the current checking balance is \$36,000.00 and one CD is coming due November 25th, so money could be transferred from CD to checking to cover expenses. Will discuss further under new business. A motion by Erdmann to accept the financial report, second by Beyer. The motion carried by voice vote.

4.)September 18th Meeting Minutes: The minutes from September 18, 2024 were reviewed. A motion by Blazel to accept the minutes, second by LaBuda. The motion carried by voice vote.

5.) Old Business:

1. **Tree Survey - have we heard back?** Gimenez handed out copies of the letter and explained she spoke with Ranger Services Inc. who did the previous tree survey 20 years ago and are willing to update the management plan, give pest diagnosis, planting recommendations, planting species lists, risk tree assessments, and a 5 year maintenance schedule. They projected a cost of \$6000-\$6500.00 and could accomplish the survey this fall, winter, or spring. Gimenez said in speaking with them they said that Oakwood Cemetery is a unique site with a wide variety of tree resources and could easily become an arboretum site. Lichtfuss made a motion to have the tree survey done at the projected cost given, second by Blazel. The motion was carried by a voice vote. Sexton Drover recommended letting them know it would be best to come in the fall or spring as they don't plow regularly in the winter if they don't have any funerals. Gimenez will relay that information.

6.)New Business:

1. **Budget for November 2024-November 2025** - Board reviewed numbers of what we are responsible for for the upcoming year. In looking at upcoming expenses and after board discussion Erdmann made a motion to move \$25,000.00 from CD #701184, which is currently at \$83,000.00 that will be matured on 11/25/24 into checking and reinvest the remaining funds in a CD. This along with the current checking balance should cover the

balance of the truck, flowers, lawn mower, and tree survey. Second by Beyer. Motion was carried by a voice vote. Thiel was asked to check on restrictions on the CD's. Erdmann noted that the purpose of some of the CD's is for the beautification of the cemetery and it's the board's discretion to use.

2. **Budget for Flowers for 2025** Sexton Drover presented the board with the only bid received for flowers - from Heath Farms for \$4,000.00., same cost as this past year. Erdmann asked if they were pleased with Heath Farms. Sexton Drover said yes, that they come and plant the flowers before Memorial Day, do a fine job, flowers are long lasting, up until first frost. Blazel made a motion to accept Heath Farms bid for \$4,000.00, with second by Beyer. The motion was carried by a voice vote.
3. **Approval of New Mower Purchase** - Sexton Drover updated the Board that the City Council already approved the purchase of the lawn mower and the current mower lost its hydraulic pump and has over 2000 hours on it. Sexton Drover gave a copy of the bill from Modern Rental for the new 60" zero turn mower. Cost is \$14,256.00 so our cost would be \$7,128.00. Erdmann made a motion to approve the cost of half of the mower, \$7,128.00, second by Lichtfuss. Motion was carried by a voice vote.

General Discussion: Erdmann stated that she had another tree survey and will get it to Sexton Drover to have on file. Board members felt that tree name tags might be a nice idea to identify the type of trees.

Suggestion for next meeting agenda: 1) Becoming an Arboretum/Benefits of it, etc. , 2) Board Assignments, 3) Restrictions on CD's 4) Signs for Memorial Day 5) Tree Survey

7.) Adjourn: Gimenez made a motion to adjourn the meeting and Beyer provided the second. The motion was carried by voice vote. Meeting was adjourned at 6:50 P.M.

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

2025 Oakwood Cemetery Board Member Survey

Priority Areas for Discussion

This survey is meant to capture Oakwood Cemetery board member's preferences about topics that could be explored and discussed during the 2025 board meetings pertaining to Oakwood Cemetery or general current cemetery practices. It serves to generate ideas about ways to stay current in our operation and ways to promote engagement with the community and surrounding areas. Please check any topics that you are curious about, or feel that board members need to learn more about. Feel free to add your ideas to the items already listed.

- ☐ Oakwood Cemetery Website Review
- ☐ Memorial and bequest work
- ☐ Chapel Chimes
- ☐ ADA access to Chapel
- ☐ Christmas decoration of chapel or entrance
- ☐ Green burial practices in Wisconsin
- ☐ Fees Schedule Review (online says it was last reviewed 2020)
- ☐ Oakwood Cemetery Rules and Regulations review (last done 5/23)
- ☐ Cemetery tours
- ☐ Benefits of and steps to becoming a level 1 arboretum
- ☐ Headstone repair and cleaning presentation
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

Please return this survey to the cemetery board president no later than the May 2025 meeting. Thanks for all you do!!

Nancy Gimenez

