

**OAKWOOD CEMETERY BOARD MEETING**  
**WEDNESDAY, April 16, 2025 6:00 P.M.**  
**City Council Chambers**

**1.) Call to Order:** Nancy Gimenez called the April Oakwood Cemetery Board meeting to order at 6:00 p.m.

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

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

**3.) Election of Officers:** Erdmann made a motion to keep the current slate of officers, second by Beyer. The motion was carried by voice vote.

**4.) Financial Report:** Financial Report was reviewed, Board was pleased to see the Ranger Tree Assessment cost came in under budget. Will need Thiel to give clarification on CD restrictions and also on balance of account. Erdmann stated that because the board is not approving any expenses from the report it can be filed for audit.

**5.) October 16th Meeting Minutes:** The minutes from October 16, 2024 were reviewed. A motion by Erdmann to accept the minutes, second by Blazel. The motion carried by voice vote.

**6.) Old Business:**

**1. Cemetery Trees**

**2. -Review Ranger Tree Service Report and Findings- who needs copies of report-** Gimenez stated the Ranger Services Inc. updated the management plan. Highlights were we have 495 trees, 23 different species, 62% are maple or white cedar, the majority of the trees are mature, recommendations for removing 11 high risk trees as well as others in need of trimming, overall we received a 60% good class rating. They included a planting list with sections of the cemetery, and a priority tree list, and a maintenance schedule. Gimenez will have Thiel send copies electronically to Zabel, Sexton Drover, City Administrator, and Oakwood Board Members. Sexton Drover said they can take care of the cutting down of trees in early winter, no need to hire out a service, they can look at any other high risk trimming needs.

**3. Discuss purchase of up to 3 new trees this spring, and the remainder of the 6 in the fall of 2025** Gimenez discussed planting 3 trees this spring and remaining 3 in the fall. Beyer questioned checking with Green Lake Co. Land Conservation as she saw something about them selling trees wasn't sure what size. Erdmann suggested looking at catalpa trees noting the ones on Klondike by Willard Road are very sturdy. Gimenez said male species are less messy and the Board appreciates her taking the lead in

searching for the tree purchase. Erdmann noted no motion is necessary as we already have a previous motion to make the purchase of 6 trees annually.

4. **Discuss setting up account with local nursery(s) for easier purchasing** Gimenez questioned how to go about setting up an account vs. paying and being reimbursed. Seaman recommended contacting Thiel who could make arrangements with Marty's and Bloch's as the city has worked with both in the past.
5. **Update on new cemetery equipment (mower and truck)** Sexton Drover said everything is in good working order. They used the mower for fall leaves but haven't mowed yet this spring. Sexton Drover noted that Zabel mentioned the lower garage being an eyesore so they have plans to repaint and put in new windows. Suggestion to contact Dr. Durtschi as he may want to help. Erdmann noted that the Council was informed that the Berlin Police are looking at doing more community service and this may be an option too.

## **7. )New Business:**

1. **Memorial Day preparations- put up signs located in chapel** - Gimenez presented the idea of putting up the banner that was in the chapel for Memorial Day and suggested that we open the chapel to the public for a tour. Sexton Drover noted the flowers usually are planted the week before, flags are placed by the Boy Scouts/ American Legion, and said the banner says something to do with Bless our Veterans. Erdmann suggested doing an open house the Saturday of Memorial Day as it's alumni weekend. Erdmann offered to write up a script as well as an article for the Berlin Journal, Berlin Facebook page, date is May 24th, hours would be from 12:00-4:00 P.M. Brochures would be available. Sexton Drover said they would make sure the chapel is cleaned and will put the banner on the front gates. Further discussion on whether or not to look at ADA access, ramps, handrails in bathrooms, but after discussion it was decided that unless we advertise that we are ADA accessible we should be fine.
2. **Distribute board member interest survey (Below)** - Gimenez passed out interest surveys and asked board members to return them by the May meeting.

**General Discussion:** Seaman noted old minutes used to have Sexton report on, suggested adding back on, board agreed it would be a good idea, Gimenez will add to future agenda items. Blazel questioned if we have enough board members. It was also questioned who our liaison is.

**7.) Adjourn:** Seaman made a motion to adjourn the meeting and Beyer provided the second. The motion was carried by voice vote. Meeting was adjourned at 7:00 P.M.

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