

**OAKWOOD CEMETERY BOARD MEETING**  
**WEDNESDAY JUNE 18, 2025 6:00 P.M.**  
**CITY CONFERENCE ROOM**  
**MEETING IS OPEN TO THE PUBLIC AND IS HANDICAP ACCESSIBLE**

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

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

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

**3.) Minutes from May 21, 2025 meeting** The minutes from the May 21, 2025 were reviewed. A motion by Erdmann to accept the minutes, second by Beyer. The motion carried by voice vote.

**4.) Financial Report:** Financial Report was reviewed, Thiel pointed out that 2 active CD's are up for renewal come October 2025. Thiel noted there was one expense as they had to order new checks. Erdmann suggested looking into purchasing some money market accounts pointing out you usually only need 24-48/hours notice to get money out if needed and there's no penalty. Erdmann stated there are two agencies in Berlin who offer money market accounts Carl Hanning and Edward Jones, Erdmann offered to contact both agencies and gather more information to bring to the next meeting. Motion made by Seaman to accept the financial report, second by Lichtfuss The motion was carried by a voice vote.

**5.) Old Business:**

**1. Cemetery Trees a) Marty's Blue Sky trees update** Thiel questioned the invoice for tree purchase from Marty's, as the city has not received it yet. Gimenez stated that she will follow up on it with Marty's. Sexton Drover stated Scott knows the trees are in and ready for pick up but they are waiting until fall to plant them. Marty's are aware of the plan and are fine with caring for the trees until they are picked up. They were told that we should plan on purchasing trees in March/April if we want to do spring planting.

**b) Review Tree Identification tag options** Gimenez reviewed the idea of purchasing some sort of tree identification tags, 1 for each type of species in the cemetery. This would help us in becoming a level one Arboretum. Gimenez showed several examples of tree identification tags based on what she observed at the Morton Arboretum, noting the tags may cost \$8.00-\$10.00/tag. Sexton Drover said the park has a few that are in bronze (\$500.00) or aluminum (\$400.00) but are quite costly so the board ruled that option out. One would be needed for each type of species of tree in the cemetery. Seaman suggested checking with Bella by Design, Marty Trochinski who does similar work to see if he is able to make something and what the cost would be. **c)**

**Damaged/Dead trees** Gimenez questioned Sexton Drover about several trees, one in the old section of the cemetery is half gone. Sexton Drover explained that the last wind storm took it out, the bottom half is still alive but will probably have to go. Also the Bald Cypress died, it was the least expensive one, \$60-80.00 last fall, and 1 pine tree north of the tool shed looks dead. Sexton Drover noted these will be fall/winter projects.

2. **Memorial Day event recap** Gimenez noted that 23 people came and everyone showed a lot of interest, some asked if the chapel was available for rent. Both Erdmann and Gimenez felt it was well worth the time and would like to see more events offered to the community but noted that a more thorough cleaning would be required in the future.
3. **Christmas Decorations**
  - a) **Lighting options- Lighting Squad** Gimenez stated she heard back from the Neenah based company but they did not quote her any prices. They said the uplights are warranted for a lifetime, and gave ideas on uplights as well as outlining the chapel with led lights, they also suggested an led light on the stained glass window in the chapel to accent it, and said they could run wiring 300 feet to the front gates in order to provide lighting there. Gimenez will request quotes for our July meeting.
  - b) **Wreaths/Swag options** Lichtfuss brought one of the two new wreaths she purchased at a yard sale for \$20.00 each. Board all agreed that they were a good find and should be used on either the side gate doors or front gates. Board will continue to look into swag options for the other 2 areas.
  - c) **Electrical Outlet Update** Sexton Drover stated that Scott said John Lundt hasn't been there yet has there has been a hold up with the work at Nathan Strong Park that has kept him busy.
4. **Process to become a Level 1 arboretum** Gimenez explained that an arboretum is basically a "tree museum". Some positive aspects of becoming an arboretum would include to promote the community, the cemetery, get grants, and possibly bequests. We've already met most requirements so it would not be that involved. Gimenez had the application (plan) and said the board would need a mission statement, she had a rough draft of one in place. To be a level 1 arboretum you need to have a minimum of 25 different species of trees and we have that. The map of trees would need to be used to outline where each of the species is located. 1 event needs to be held per calendar year. Gimenez thought it would be nice to do around Arbor Day, invite a specialist to come and speak about the trees and give away small trees. Discussion followed with a motion by Erdmann and second by Seaman to move forward to becoming a level 1 arboretum. The motion was carried by a voice vote.
5. **Update on headstone/monument presentation to the board by Dan Freimark**  
Erdmann stated she has sent several messages to Freimark but has not received a reply yet.

**6.) New Business:** Seaman questioned looking at the Fee Schedule, Gimenez said that we started with the other topics that were top priority on the board survey list but after board discussion that the last fee schedule update was done in 2019/2020, it will be on a future agenda. Gimenez stated that at the July meeting she will present information on the Urban Forestry Grant.

**7.) Sexton Report** Sexton Drover stated that the lower garage is getting a facelift, being painted and will be having a 15 X 20 concrete pad put in. When the cement work is done they will fill in the area by the chapel that needs replacing. Sexton Drover stated that the city is paying for the cost of the work being done so that there will not be anything coming out of our budget.

**8.) Adjourn:** Seaman made a motion to adjourn the meeting and Sorenson provided the second. The motion was carried by voice vote. Meeting was adjourned at 7:10 P.M.

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