

OAKWOOD CEMETERY BOARD MEETING
WEDNESDAY JULY 23, 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 July 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, liaison member Melissa Sorenson. Staff in attendance were Brittani Majeskie, Deputy Clerk Treasurer and Sexton Drover. There was a Quorum.

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

3.) Minutes from June 18, 2025 meeting The minutes from the June 18, 2025 were reviewed. A motion by Erdmann to accept the minutes, second by Seaman. The motion carried by voice vote.

4.) Financial Report: Financial Report was reviewed, discussion followed regarding questions on what specific money is to be used for beautification of the cemetery, and if any funds are for anything specific. Majeskie will check with the City Administrator for clarification, Blazel will check with Carol Frank, past board member, who had information on this as well. Going forward Gimenez suggested keeping track of bequests and sending cards to family noting what projects have been done with their donations. LaBuda noted there is a plaque in the chapel and there was a newspaper article regarding the Doll family bequest.

1. Follow up discussion on money market options - Bobbie Erdmann. Erdmann contacted the two agencies in Berlin this morning, she spoke with Ryan Gravunder at Carl Hennig and they offer a 1 year CD at 4.25% and a money market account at 3.87%. David Stone at Edward Jones offered a 1 year CD at 4.15% and a money market account at 4.12%, he has represented other cemeteries in the past and is willing to meet with us. Both agencies recommended the CDs vs. the money market, but there's no fees or penalties if you need to withdraw money early from the money market account. Erdmann offered to contact both agencies and gather more information to bring to the next meeting. Motion made by Blazel to move half of the checking account balance into a money market account at Edward Jones, second by Seaman. The motion was carried by a voice vote.

5.) Old Business:

- 1. Cemetery Trees**
 - a) Marty's Blue Sky payment** Gimenez stated Thiel was looking for the invoice for tree purchase from Marty's, which has been paid, and all is taken care of.
 - b) Tree Identification tag update** Seaman reviewed the price estimates for the tree identification tags that she received from her meeting with Marty Trochinski. They are available in metal or plastic and sizes available are 3" x 8" or 1.25" x 3.25". Gimenez said that we need 1 for each type of species in the cemetery in order to become a level one Arboretum and we have approximately 40 different species of trees. Gimenez said the tags would have the common name of the tree, the scientific name of the tree, and if known when it was planted. Discussion followed, Seaman made a motion to purchase 2 tags for each species of tree of the metal 1.25" x 3.25" @ \$5.00/tag, second by Lichtfuss. The motion was carried by a voice vote.

- 2. Chapel Lighting project** a). **Lighting Squad plan and quote(s)** Gimenez handed out pictures and quotes that she received from the Neenah based company which showed a variety of options. After discussion, Erdmann made a motion to contract with the Lighting Squad with a budget of \$10,000.00 for uplighting of the chapel, second by LaBuda. The motion was carried by a voice vote. Gimenez will also note that we are tax exempt, we will hold off on having anything done with the arch at this time but Gimenez will ask for a rendition of what it would look like with both the arch and chapel lit up, would the arch take away from the chapel? Sexton Drover will check with Zabel on whether it's possible to contract with them for the use of the boom truck to help save on the cost of lift rental.
- b). **Other quotes** Gimenez noted there were no other quotes as the other company never returned her calls. c). **Electrical Update** Sexton Drover stated that John Lundt is able to do both exterior electrical receptacles for a total of \$750.00. These receptacles would be necessary for the uplighting. Seaman made a motion to have Lundt put in 2 exterior electrical receptacles for \$750.00, second by Lichtfuss. The motion was carried by a voice vote. d). **Lighting front stained glass window** Gimenez questioned whether or not to light the stained glass window above the balcony with some sort of flood light. This would be a project we could do ourselves before the other lighting was completed. Question was if there is any electrical outlet close by, thus this will be revisited.
- 3. Level 1 arboretum work.** a). **Update on paperwork** Gimenez had the application and needed the board's help in answering several questions. # of acres in the cemetery is 54.1. Additional questions on contacts. The goal is to have it ready to submit by the September meeting. 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.
- 4. Headstone/monument presentation- update from BobbieErdmann** Erdmann stated she has not contacted Freimark due to death in the family. Gimenez suggested we table it until spring.

6.) New Business: 1). Urban Forestry Grant Gimenez presented 2 types of grants available: one is a start up grant for \$1,000-\$5,000.00. and the other one is a regular grant for \$1,000-\$25,000.00. Both require a 50/50 match and submission date of 10/1/25. Gimenez felt right now we could go with the start up grant with the intent of using it for an event next spring around Arbor Day, invite a specialist to come and speak about the trees, purchase and give away small trees. There is an Authorizing Resolution that needs to go to the City Board for approval as well. Erdmann made a motion to go with the \$1,000.00-\$5,000.00 grant, second by Lichtfuss. The motion was carried by a voice vote. **2).Other** Majeskie questioned whether or not it's permissible to bury other cremated family members over other family members. This is an issue that has come up a few times over the years and every family member has to be contacted and sign off, notarized, and 3 generations. It has legal implications. Seaman gave her number to have Majeskie call her to discuss further. Majeskie questioned looking at the Fee Schedule, Rules and Regulations and Ordinances. Gimenez said that it would be good to look at the overall budget, also compared to All Saints, which LaBuda said he would provide informally on. It will be put on next month's agenda. Erdmann noted that at the Tuesday night Farmer's

Market she visited with a family visiting from Colorado, Tom Cook, great grandson of Herman Stater, who organized the first community band and the reason the gazebo was first built at Nathan Strong Park. They went up to the cemetery and Sexton Joe took them to visit relatives and they had lots of comments on how beautiful the cemetery was. Erdmann also noted that the Historical Society was questioned about whether or not burials were in the walkway or roads but they noted that the original entrance to the cemetery was on the west end of the cemetery where the quarry is and thus the cemetery was recatalogued with no restrictions.

7.) Sexton Report Sexton Drover stated that the concrete has been poured by the little tool shed and the bathrooms are working again. They are going to use mortar to fill in the area by the chapel gap as you go into the chapel as it will hold better than the concrete.

8.) Adjourn: Seaman made a motion to adjourn the meeting and LaBuda provided the second. The motion was carried by voice vote. Meeting was adjourned at 7:45 P.M.

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