CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING MINUTES
WEDNESDAY SEPTEMBER 16, 2026 6:00 P.M.
CITY CONFERENCE ROOM

1.) Call to Order: Nancy Gimenez called the September Oakwood Cemetery Board meeting to order at 6:03 p.m. **Roll Call:** Board members present were Beyer, Blazel, Gimenez, LaBuda, Lichtfuss and Seaman. Staff in attendance were Brittani Majeskie, Deputy Clerk-Treasurer; Joe Drover, Cemetery Sexton; and Jamie Cauley, liaison board member. Absent was Erdmann. There was a quorum**.**

2.) General Public Comments: Meeting was open to the public. Present was Tony Daley, 120 E. Scott St. Omro, WI 54963, from the Berlin Journal. Tony requested the Board keep him abreast of the progress of the Arboretum throughout the winter months even though we don't hold regular meetings.

3.) Minutes from August 19, 2026 meeting: The minutes from the August 19, 2026 meeting were reviewed. A motion was made by Beyer to accept the minutes, with a second by LaBuda. The motion carried by voice vote.

4.) Financial Report: Majeskie presented the current financial report. Gimenez noted Lighting Squad has been paid in full. A letter of thanks to the family of Thomas Wenck was included in everyone's packets that Gimenez sent out to the family for the bequest given to the cemetery. Seaman made a motion to accept the financial report, with a second by Beyer. The motion was carried by a voice vote.

5.) Old Business:

A. Lighting Project Update: Gimenez reported that the Lighting Squad project is now completed with the light timers set to go on a half hour before sunset and off a half hour after dawn. Gimenez asked board members for feedback to send to Lighting Squad. Feedback included: prompt, professional, great craftsmanship, and beautiful. Majeskie can post pictures on the Oakwood Cemetery page of the City website and Facebook.

B. Arboretum Update: Gimenez stated the application has been submitted as of 9/10/26, and it takes about 2 weeks to hear back. The next step is to get the final proof on the brochures so they can be printed and put in the kiosk.

1. Tree Planting/Purchase: Four trees have been purchased at Marty's and Lynette said they can be picked up and planted at any time. Seeing as 6 trees were approved in the budget, there is another nursery nearby, DNA (Ann Roggow & Dan Clark), in Omro that Gimenez will check out for the other 2 trees so Drover could go pick up all 6 trees in one trip. No need for a motion as the board already approved the purchase of the 6 trees.

2. Plan Public Event for Spring 2027: Gimenez suggested we could look at doing a walking tree tour or have a speaker come, perhaps Ranger Tree Services?

C. Thank You for the Wenck Family : Gimenez stated the letter in our packet was sent along with a sympathy card to Barbola Funeral Home to the family.

6.) New Business:

A). Annual Review of Rules and Regulations: Majeskie noted that on page 2 section E. Transfer of Title to Graves, #3., “at a cost” was not omitted, this change needs to be made as it was already voted on. After reviewing K. Columbarium Rules the board felt it was appropriate to add under Other Fees 2nd Rite of Burial Fee $250.00/Burial for Columbarium. The board still had some questions on space repurchase prices. Majeskie said that changes could go to the City Council the 2nd week in November so we can discuss further at our October meeting. Thus the weekend rates are postponed until the October meeting.

B). DOT Notice of Improvements on WIS 91 and WIS 49: Gimenez noted the letter with a meeting date of September 28th if anyone is interested regarding the proposed road improvements targeted for 2029. This will impact the entrance to the cemetery and Scott will be in attendance.

7.) Sexton Report: Sexton Drover said that the support bands that were getting tight on some of the trees previously purchased were removed as the trees are well established now. However, the fencing remains in place to prevent damage from wildlife. The board also noted the nice compliments received from the public from Drover assisting them at the cemetery.

8.) Adjourn: Lichtfuss made a motion to adjourn the meeting and Blazel provided the second. The motion was carried by voice vote. The meeting was adjourned at 7:14 P.M.

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