CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING MINUTES
WEDNESDAY AUGUST 19, 2026 - 6 P.M.
CITY COUNCIL CONFERENCE ROOM

1. Call to Order/Roll call: Nancy Gimenez called the August Oakwood Cemetery Board meeting to order at 6:00 p.m. **Roll Call:** Board members present were Beyer, Blazel, Gimenez, and LaBuda. Staff in attendance were Brittani Majeskie, Deputy Clerk-Treasurer; Joe Drover, Cemetery Sexton; and Jamie Cauley, liaison board member. Absent were Erdmann, Lichtfuss, and Seaman. There was a quorum**.**

2. General Public Comments: None

3. Minutes from the 07/15/2026 Meeting: Beyer made a motion to accept the minutes from July 15, 2026 as presented, with a second by Blazel. The motion carried by voice vote.

4. Financial Report: Discussion regarding the $5,000 bequest from Thomas Wenck. Majeskie will reach out to Barbola Funeral Home and/or Associated Bank to get family contact information. Gimenez will send a thank you note and include a small cemetery update.

Beyer made a motion to accept the financial report as presented, with a second by LaBuda. The motion carried by voice vote.

5. Old Business

A. Lighting Project Update

1. **Invoice for remaining balance $3480**
2. **Feedback for Lighting Squad**
3. **Potential need for Photocells**

Discussion regarding the recent lighting project to light the chapel doors, bell tower, and archway completed by Lighting Squad. Gimenez explained the project is complete and was completed under budget, however the lights on the arch are not turning on early enough. Drover confirmed he can manually turn them on and they function fine. Cauley stated he had seen the arch lights on at 10PM. Drover explained the timers for the chapel and the archway are not identical. The timer by the archway is in a stainless-steel box to protect it from the elements. He stated that Lighting Squad said the installed timer is more reliable and durable than photosensitive/photocell devices. Drover said the timer is set for the exact date and time and adjusts itself daily for dusk and dawn. The lights should turn on one hour before dusk and one hour after dawn. Discussion on when to pay the remaining balance due to Lighting Squad. Drover stated the craftsmanship completed was good, but he would like to see the lights working on the timer before sending payment in full. No action taken.

B. Arboretum Update

1. **Application process. Approval by Common Council (8/12/26) to move forward**
2. **Brochure. Approved by the Common Council (8/12/26)**

Gimenez explained she went to the Committee of the Whole meeting and presented the arboretum and arboretum brochure to be approved. At the meeting she gave a short history of the cemetery. The Council received the request well and approved the arboretum and brochure. Gimenez stated she will be taking pictures at the cemetery so they can be put on the arboretum website. Majeskie suggested reaching out to Mayor Burgess, as Mayor Burgess does some photography. Gimenez stated she is working on completing the application and anticipates a response back about two weeks after submission. Gimenez stated approximately 20-50 arboretum brochures would need to be made and placed in the cemetery kiosk and a newspaper article published. Majeskie confirmed the link to the arboretum can be placed on the City website. No action taken.

6. New Business

A. Placement of 4 trees from Marty's Blue Sky (Lots 1,7,8,10,11,13,16,17,22,30& 31 are priority areas):

B. Lot 4. No burials allowed- Would like to plant Beech in center

C. Strap and fencing adjustment for previously planted trees

Gimenez reminded the board that two Hackberry, one American Beech, and one Kentucky Coffee trees were purchased from Marty's Blue Sky and should be available for fall planting. Discussion on the beech tree. Gimenez stated beech trees can have an invasive root system and questioned if it could be planted in lot 4. LaBuda explained that previous cemetery boards wanted to leave lot 4 open for views and beautification. He said if burials were to take place in lot 4, there would be some difficulty. LaBuda confirmed lot 4 would be a good area to plant the beech tree. Discussion that the lot 4 area has many old trees and the beech tree would be a good stately tree for the area. Gimenez explained the lots listed on the agenda are lots in high need of trees. Lot 11 lost the tulip tree and there are many old trees near lot 13. The trees purchased from Marty's last year are doing well and look good. Gimenez discussed a cathedral tree planted approximately two years ago, stating the straps on it seem tight and need to be adjusted. Drover said the tree is secure and established. He will remove the straps, but he will leave the fencing. Drover stated it could be mulched using mulch from the City. No action taken.

7. Sexton Report: Discussion that burials have picked up recently and the cemetery seems busier overall. Drover stated he sees visitors as early as 7AM. Gimenez stated she received feedback from community members that they enjoy the cemetery because it is a quiet place with wildlife. No action taken.

8. Adjourn: Gimenez made a motion to adjourn, with a second by LaBuda. The motion carried by voice vote. The meeting adjourned at 7:28PM

Minutes submitted by
Brittani Majeskie, Deputy Clerk-Treasurer