

**CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING MINUTES
WEDNESDAY SEPTEMBER 17, 2025 6:00 P.M.
CITY CONFERENCE ROOM**

1.) Call to Order: Nancy Gimenez called the September Oakwood Cemetery Board meeting to order at 6:01 p.m.

Roll Call: Board members present were:Blazel, Gimenez, LaBuda, Lichtfuss and Seaman, liaison member Melissa Sorenson. Staff in attendance were Brittani Majeskie, Deputy Clerk-Treasurer and Joe Drover, Cemetery Sexton. Absent were Beyer and Erdmann. There was a quorum.

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

3.) Minutes from August 20, 2025 meeting The minutes from the August 20, 2025 were reviewed. It was noted that there were several typos in section 3. Urban Forestry Grant update, as well as suggestion to add absent members which were Seaman and Lichtfuss. A motion by Lichtfuss to accept the minutes with adding in the absent members and corrections to the typos in section 3. Urban Forestry Grant update, second by Blazel. The motion carried by voice vote.

4.) Financial Report:

a. Update on money market account. Majeskie stated she contacted David Stone on 9/2 & 9/8, received an email from him on 9/9 asking her to call which she did. David said he needed something that shows what our city accounts are allowed to invest in. For example, we can invest in interest bearing instruments, bonds, money markets, and cds, but not stocks. He needed an overall charter at the city level or at the committee level that shows this. Majeskie asked the City Administrator and obtained the City Financial Management Policy and Procedure Manual and sent it to David. On 9/10 David sent Majeskie a message stating "This is perfect-exactly what we need". David Stone will forward it to the corporate office for legal review. The review will likely take a couple weeks, thus we should be able to settle and move forward on this at the next meeting. Motion made by Seaman to approve the financial report, second by LaBuda. The motion was carried by a voice vote.

5.) Old Business:

a. Chapel Lighting update Gimenez stated that the chapel lighting work should start Monday and will take most of the week to complete. The Lighting Squad needs to have the job completed by the end of September. The junipers in front of the chapel were removed after Russ Manthe (landscaper) came to evaluate if they could be trimmed. He said they were too big and recommended pulling them out. Scott Zabel agreed and his city crew was able to remove them. Gimenez said the Lighting Squad will place flags where the wires are as it is likely that landscaping will be done in that area and it will be important to not disturb their work. Sexton Drover noted they also have a locator to find wires if the flags do come out.

b. DAR (Daughters of the American Revolution) Historic Preservation Grant - Gimenez noted this grant requires a 50/50 match and is on a 3 year cycle. Twin City and Reinke were both contacted for estimates and Twin City responded. We have 6 monuments in need of foundation repair and \$2,000 should cover repair of all 6. After discussion, Blazel made a motion to apply for the DAR Historic Preservation Grant (\$1,000 will be requested from DAR

and \$1,000 will be Oakwood Cemetery's required match amount) second by Seaman. The motion was carried by a voice vote.

6.) New Business:

a). Review Oakwood Cemetery Rules and Regulations and Fee Schedule The Board reviewed the Oakwood Cemetery Rules and Regulations and Fee Schedule, making recommendations for updates and changes in fees. Gimenez and Majeskie will meet with the City Administrator and bring a final draft to the October board meeting for board approval.

b). Landscaping the front of chapel

1. Bloch's Farm and Greenhouse Gimenez said she stopped at Bloch's as they had a sale of 40% off and asked to talk to someone about landscaping ideas for the front of the chapel. She was directed to Sue Ellen Bloch, owner who is familiar with the property. Sue Ellen said her team would be willing to design a plan and would donate their time to do so. Sue Ellen requested that the dimensions around the chapel area be sent to her head landscaper- Adam. Gimenez confirmed with Sexton Drover that the city crew could do the planting. Nancy will send the dimensions of the area to be landscaped as well as pictures to Sue Ellen and Adam and let them know we're looking for something low maintenance and deer resistant. Although a budget was not established, it was noted that there are still 3 trees to be purchased, and if needed, can use this money to buy shrubs/plantings for the chapel. Seaman made a motion to have Bloch's create a design plan, second by Lichtfuss. The motion was carried by a voice vote.

7.) Sexton Report: Sexton Drover stated that the concrete patch has been applied to the front of the chapel where the gap between the steps and the building was and that the back window latch was fixed on the chapel. John Lundt will be there tomorrow to start the electrical work. It should be completed the same day.

8.) Adjourn: Lichtfuss made a motion to adjourn the meeting and Gimenez provided the second. The motion was carried by voice vote. Meeting was adjourned at 7:55 P.M. This report is respectfully submitted by Gloria Lichtfuss, Oakwood Cemetery Board Member of Berlin Oakwood Cemetery Board.