**CITY OF BERLIN**
**OAKWOOD CEMETERY BOARD MEETING MINUTES**
**WEDNESDAY OCTOBER 16, 2025 6:00 P.M.**
**CITY CONFERENCE ROOM**

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

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

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

Erdmann made a motion to seat Blazel as she arrived late, second by Seaman. The motion carried by voice vote.

**3.) Minutes from September 17, 2025 meeting** The minutes from the September 17, 2025 were reviewed. It was noted that there were corrections needed. In section 5a change (win) to (in) and immediately after that delete the duplicate phrase that area. In 6b-1 add and Greenhouse following Bloch's Farm. A motion by Seaman to accept the minutes with adding the corrections, second by Blazel. The motion carried by voice vote.

**4.) Financial Report:**

**a. Update on money market account.** Majeskie stated she received an email from David Stone on 9/22/25 asking her to call him. When she did, David informed her that he received the legal review back from his team. Unfortunately, the State of Wisconsin law forbids municipalities from having brokerage accounts. Therefore, David Stone stated we cannot invest with Edward Jones. David added that if anyone on the board has questions, he would be happy to speak with them directly at 920-354-6411, and he is very sorry that he cannot do business with us. Erdmann stated she spoke with David and he was surprised we had stock. Erdmann is going to reach out to Jodi Olson for clarification on this matter. Gimenez questioned what the board would like to do with the balance of the checking account. After discussion, Seaman made a motion to keep $25,000.00 in the checking account. The remaining checking account balance and accrued interest that will be paid from the 2 mature CDs be put into a short term (6-8 month) CD at either Farmers and Merchants Bank or Fortifiy Bank, whichever has the best rate, second by Beyer. The motion was carried by a voice vote.

Gimenez noted that on the financial report on the checking account, there should be **(parentheses)** around the second Lighting Squad payment on 10/8/25 for $4,631.80 to show it was a debit.

**b. Review CD's that are coming due** Gimenez reviewed the 2 upcoming CD's, (see attachment in cemetery packet for details). Erdmann made a motion to renew the 2 CD's at same term lengths, second by Blazel. The motion was carried by a voice vote.

**5.) Old Business:**

**a. Chapel Lighting** Gimenez asked for feedback on the Chapel lighting. Various comments were offered from those in attendance including looks very nice. Various community members noticed the lighting and told multiple board members it was beautiful and was nice to see as they entered the city. One member said (it seems incomplete as the tower and front door weren't lit up). Also mentioned, was the way that the circle garden in front of the chapel is

overgrown, making it hard to see the chapel. Gimenez shared that the total cost came to $7,131.80, well under the $10,000.00 budgeted amount, and that the lighting squad was made aware that there may need to be lights added to the tower and front door to be complete. However, they shared that they will not be able to complete this work until spring of 2026 as they are booked. Seaman felt that the trees that line the front drive up to the chapel make it dark and wondered if solar lights to up light the trees would help. Sexton Drover said there is 1 free outlet on the west side of the chapel to use for additional spotlights. The old light they used for the chapel was turned to face the flag. The light to the south side of circular garden has been removed.

**b. DAR (Daughters of the American Revolution) Historic Preservation Grant - not eligible** Gimenez stated that she met with Jessi Balcom, City Administrator, regarding the grant and found out we're not eligible because we're not a 501.3C. Gimenez connected with the Ripon DAR chapter and they suggested that maybe another 501.3C organization could do it on our behalf, Seaman suggested the Historical Society. Erdmann said she would take it to their meeting to present to their board, Gimenez will forward the information to Erdmann.

**c). Review draft revision of Rules and Regulations document and Fee Schedule** The Board reviewed the Oakwood Cemetery Rules and Regulations and Fee Schedule, corrections/additions are noted as followed and changes are underlined. P. 2 section E Transfer of Title of Graves 1) Oakwood Cemetery follows Wis. Stat. 157.10(2) which describes a list of parties eligible of burial in a cemetery lot or mausoleum space, pertaining to ownership and order of descendants, in accordance with the Fee Schedule. 2) end of paragraph, in accordance with the Fee Schedule. P. 3 2) Collection of all fees shall be by the City Clerk's office a minimum of 24 hours for an urn burial and 48 hours for a casket burial. Bottom of P. 3 under Burial Containers 2b) Two (2) cremation remains, of closely related persons, may be buried in one grave. Subsequent burial recording fees apply to the burial of the 2nd remains. P4 c. One (1) casket and one (1) cremation remains, of closely related persons, may be buried in one grave. Subsequent burial recording fees apply to the burial of the 2nd remains. P6 6) under How many spaces: 3rd line, be purchased for either one (1) casket and one (1) cremation remains, of closely related persons, or two (2) cremation remains, of closely related persons for a $250.00 per burial fee. Plus Placement, Grave Opening, and Closing fees per the fee schedule. Second rite of burials, must follow Wis. Stat. 157.10(2) which describes a list of parties eligible of burial in a cemetery lot or mausoleum space. P. 8 Number of Allowed Interments Per Grave Two (2) cremation remains may be buried in one (1) grave of closely related persons. One (1) casket and one (1) cremation remains may be buried in one (1) grave of closely related persons. Bottom of page, Other Fees Cemetery Lot Deed Transfer Fee $50.00 Subsequent Burial Recording Fee $200.00. Erdmann made a motion to switch sections J and K so Columbaria Rules follow Foundation and Headstones, second by Beyer. The motion was carried by a voice vote. Seaman made a motion to accept the updated Oakwood Cemetery Rules and Regulations including the Fee Schedule, second by Beyer. The motion was carried by a voice vote. New Rules and Regulations and Fee Schedule will be effective immediately after Council approves.

**d) Tree tagging** Seaman presented an example of the tree tags that are being completed. They should be done and ready to hang soon. Gimenez will work on Level 1 Arboretum application over the winter once tree labeling is complete.

**e) Landscaping in front of chapel** Gimenez received a price quote from Sue Ellen Bloch from Bloch's Farm and Greenhouse. The quote was for 22 scrubs and several smaller plants totaling $1700.00, not including planting or landscape fabric or compost material and mulch. After discussion Blazel made a motion to allocate up to $2000.00 for plantings in front of the chapel, Lichtfuss second. The motion was carried by a voice vote.

**f) Fall tree work** Gimenez questioned Sexton Drover about the status of the trees. Drover said the 3 trees from Eureka came and are planted in lots 26, 28, and 36.

**6. New Business**

**a) Flag and light by chapel** - already discussed in 5a

**b) Placement of holiday wreaths-when and where** After discussion it was decided that it would be best to start with putting the wreaths on the big gates, unless they block the view of the chapel, then the side gates. They will be put up in time for the Berlin Holiday Parade. It was felt that the wreaths were lighted but if not additional solar lighting will be looked into. Seaman offered to look into some sort of lighting to light up the Oakwood Cemetery Sign.

**7.) Sexton Report:** Sexton Drover reported that there have been 14 burials to date this year, 6 full burials and 8 cremations. Drover also said that when they went to dig by the quarry wall they could only go down about 10 inches so it would not work for in ground burials but perhaps work for a columbarium.

**8). Other** Majeskie said she is attending a Sims training tomorrow and is hopeful that she will learn something that will help with the tree mapping.

**9.) Adjourn:** Seaman made a motion to adjourn the meeting and Gimenez provided the second. Gimenez thanked everyone for all their support and commitment to attending meetings this year. The motion was carried by voice vote. The meeting was adjourned at 7:35 P.M. This report is respectfully submitted by Gloria Lichtfuss, Oakwood Cemetery Board Member of Berlin Oakwood Cemetery Board.