

CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING MINUTES
WEDNESDAY APRIL 15, 2026 6:00 P.M.
CITY CONFERENCE ROOM

1.) Call to Order: Nancy Gimenez called the April Oakwood Cemetery Board meeting to order at 6:05 p.m.

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

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

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

3.) Minutes from October 16, 2025 meeting: The minutes from the October 16, 2025 were reviewed. A motion by Seaman to accept the minutes, with a second by LaBuda. The motion carried by voice vote.

4.) Financial Report: Majeskie reviewed the financial report noting we currently have 3 CD's and the Fralish stock, all the CD's will come due for renewal in June. Seaman made a motion to accept the financial report, second by Beyer. The motion was carried by a voice vote.

5.) Election of Officers: Blazel made a motion to postpone election until the May meeting, with a second by Seaman. The motion was carried by a voice vote.

6.) Old Business:

a. Chapel Lighting Follow Up: Gimenez asked for feedback on the Chapel lighting noting that we only spent \$7,131.80 so we have over \$2,800.00 left and could look at lighting up the tower and front door that were mentioned last fall. Seaman felt that the trees that line the front drive up to the chapel make it dark and questioned if solar lights to up light the trees would help. Nancy will contact the Lighting Squad and ask them for estimates on these projects as well as something for the front arch.

b. DAR (Daughters of the American Revolution) Historic Preservation Grant:

Gimenez noted that Erdmann was going to check into this with the Historical Society. Due to her absence Beyer made a motion to postpone discussion until the May meeting, with a second by Seaman. The motion was carried by a voice vote.

c. Update on Chapel Landscaping Done in Fall 2025: Gimenez noted that two junipers are being eaten by deer, it was brought up if burlap or fencing would help protect the new plantings especially during the winter season. Gimenez said she purchased a green screen that works well and only costs around \$20.00. Gimenez reached out to Bloch's as three recently planted shrubs are a little crispy looking. Sue Ellen from Bloch's said she would replace them if needed. Lichtfuss made a motion to purchase some green screen for the new plantings, with a second by Seaman. The motion was carried by a voice vote. Gimenez offered to make the purchase.

d. Arboretum Update: Gimenez noted that the tags are lasered and holes should be done tomorrow, so tags will be ready to be hung. The arboretum application cannot be completed until tree tags are hung. Discussion on whether CIMS can catalog trees. Majeskie said yes

CIMS can record when and where trees are planted, but cannot make efficient maps. CIMS can go public but with a cost, but trees are not on the public facing side. Seaman knows someone who may be able to help setting up a map program.

7.) New Business

a) Memorial Day Plans: Sexton Drover said flowers get planted the week before Memorial Day. Flowers are purchased through Heath Farms. A vinyl Veterans sign will be placed on the gates out front. Gimenez asked the board's opinion about hosting a chapel open house again with an article in the paper prior to highlighting the lighting that's been done and the plans for the arboretum. Gimenez will coordinate with Erdmann and the date was set for Saturday May 23, 2026 from 10-2. The chapel will need cleaning. It was questioned if the city janitor can be used and Joe stated he would help.

b.) Prioritize Goals for 2026: Gimenez stated she would like board members to think of ideas for goals for this year. Some ideas discussed at this meeting were:

- 1) having a photography of cemetery contest
 - 2) having a presentation by someone like Gretchen Koch on Infant Loss in October
 - 3) Uplighting on the trees
 - 4) Chimes Repair - although LaBuda noted they may still work and just need to be turned on
 - 5) LaBuda noted there's also a recorder up in the chapel that plays music, there should be a book with instructions near it.
- Come with any other ideas/suggestions.

c.) New Tree Purchasing Option: Gimenez shared new information on an option from Sheboygan Falls where the trees range between \$18.00-\$24.00. The trees are smaller therefore requiring less water/work. We could look into this in the fall. The board agreed that we have had the best luck purchasing trees from Marty's in the past.

d.) Newspaper Article Around Memorial Day: Already discussed in 7a, Gimenez will coordinate with Erdmann.

e.) Tree Inventory Update: New trees in blocks 26, 28, and 36. We need to update the Ranger Tree Study on our own on. Sexton Drover stated he thinks Scott Zabel has a copy. Gimenez will check on getting a copy to Majeskie so there's a digital copy.

8.) Sexton Report: Sexton Drover reported that they didn't have any bodies stored over the winter. They had a lot of storm damage, lost 2 trees #4 behind the chapel and #28 or #29.

a.) Update on Number of Burials over the Winter Nov.2025-March2026: Sexton Drover noted there were 23 burials in 2025 and 7 so far in 2026. The average is usually around 30 a year. Overall, more cremations are being done and people are holding on to urns at home longer.

b.) General Update: Sexton Drover updated us on equipment needs. Scott Zabel will be asking the City for a new mower which the City pays ½ and this board pays ½. Cost runs around \$12,000.00, so our cost will be \$6,000.00 and will be replacing the 10 year old mower that burns oil and has been repaired numerous times. Replacing a pump costs \$1,000.00. They have 2 working mowers and a spare in case one breaks down. Sexton Drover noted the same part-time worker will be back this year. Sexton Drover will check with Scott Zabel to make sure there's no overlap or duplication in what the City is planning and what the board is planning.

9.) Adjourn: Seaman made a motion to adjourn the meeting and Beyer provided the second. The motion was carried by voice vote. The meeting was adjourned at 7:21P.M.

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