

CITY OF BERLIN
OAKWOOD CEMETERY BOARD MEETING MINUTES
WEDNESDAY MAY 20, 2026 6:00 P.M.
CITY CONFERENCE ROOM

1.) Call to Order: Nancy Gimenez called the May Oakwood Cemetery Board meeting to order at 6:02 p.m.

Roll Call: Board members present were Blazel, Gimenez, LaBuda, Lichtfuss, Seaman and liaison member, Jaime Cauley. 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.

Seaman made a motion to seat Beyer and Erdmann as they arrived late, second by Lichtfuss. The motion carried by voice vote.

3.) Minutes from April 15, 2026 meeting: The minutes from April 15, 2026 were reviewed. Seaman noted a correction under New Business section 7b. It should be Gretchen Koch, not Kristen Koch. A motion by Seaman to accept the minutes with correction noted, second by Blazel. The motion carried by voice vote.

4.) Financial Report: Majeskie reviewed the financial report noting a bill from Jon Lundt for the electrical work was received for \$750.00. Lichtfuss made a motion to accept the financial report, second by LaBuda. The motion was carried by a voice vote.

5.) Election of Officers: Gimenez entertained nominations for officers. Seaman nominated Gimenez for President, no other candidates were voiced. Gimenez nominated Seaman for Vice President, no other candidates were voiced. Erdmann nominated Lichtfuss for Secretary, no other candidates were voiced. Second by Blazel. The motion was carried by a voice vote.

6.) Old Business:

a. Lighting Squad quotes: Gimenez presented estimates on

- 1) lighting up the tower and front door (\$1,600.00)
- 2) lighting up the trees that line the front drive up to the chapel, 4 on each side and wiring would have to be done from the shed. Scott is concerned about how it would be affected by snowplowing in the winter. (\$4,000.00)
- 3) lighting up the front archway entrance (\$3,540.00).

Gimenez pointed out we are tax exempt so there would not be that cost and there is a savings if we do 2 or 3 of the options. After discussion Seaman made a motion to spend an additional \$3,500 (this in addition to the \$2,118.20 remaining from last year's approved lighting job approval) on options #1 and #3. This includes any electrical prep work that may need to be done. Second by Blazel. The motion was carried by a voice vote.

b. DAR (Daughters of the American Revolution) Historic Preservation Grant: Gimenez noted that we're not able to write the grant as we're not a 501.3C so we need to look for a community group that is willing to submit it on our behalf. Erdmann said the Historical Society only has 7 active members and only had 2 meetings this year and didn't feel they were a good fit. Seaman said she could check with the VFW and American Legion, Blazel will check with Friends of the Seniors, Lichtfuss will check with HCE and ABC, Gimenez will check with The Lions Club.

c. Chapel Landscaping update: Gimenez said she put 2 of her green screens on some of the deer resistant plantings and so far it looks good. The other plantings are rebounding nicely so we'll look at wrapping them for this coming winter.

d. Arboretum Update: Gimenez noted that she and Andy and Midge Seaman have started the tagging process, but the weather hasn't cooperated. Once they are finished she can complete the Arboretum application and will run it by Scott and Jessi first before submitting.

1) Tree Inventory Plan: Discussion on how to update the Ranger Tree Inventory regularly. Nancy will get the inventory to Majeskie and Majeskie will work on putting it on the computer, either into CIMS or an excel sheet.

e. Memorial Day Plans: Gimenez and Seaman will be at the chapel from 10-2. Will have information available to give to attendees.

f. Newspaper Article: Gimenez noted there should be a follow up reminder in the paper this week. Board members felt it was a wonderful article.

7.) New Business

a) CIMS. Quote and Information: - Majeskie presented information on CIMS, explaining they have been using CIMS for about the last 23 years for administrative purposes. The CIMS administrative cost is \$1,400.00/year and cannot be shared. CIMS color-codes cremations, burials and plots available in different colors. There is a possibility to have public access through an add-on called Burial Search that would allow the public to search burial sites. Majeskie obtained a Burial Search quote from CIMS which included a one-time onboarding fee of \$2,000.00 and annual hosting fee of \$1,200.00/year. Discussion followed regarding whether ground penetrating radar would be helpful for Potter's Field and the area where the tornado picked up several gravesites. It was also noted that Blocks 44 & 45 were not surveyed. Due to time restraints this conversation will be postponed until the next meeting.

b) Priority Activities for 2026- Brainstorming Activity: Gimenez stated she would like board members to think of ideas for goals for this year. Some ideas presented previously were 1) having a photography of cemetery contest, 2) having a presentation by someone like Gretchen Koch/Grief Workshop, 3) uplighting on the trees, 4) chimes repair, 5) cemetery owned columbarium, 6) green burials, 7) arboretum, 8) cemetery tours 9) highlight veterans- it was suggested to check with the VFW or Bill Decktrah on this as there should be records, 9) a recorder up in the chapel that plays music, there should be a book with instructions near it, 10) clean older tombstones, perhaps incorporating the help of 4H or Boy Scouts with this. Gimenez asked the board come with any other ideas/suggestions. Gimenez will compile a list for the board to review and prioritize at a future meeting.

c) Cemetery Gate Opening/Closing: Gimenez noted that early this spring the gates were closed all day Saturday and Sunday. She opened them on Sunday herself, but this led to a conversation about what to do if the gates are closed. LaBuda said there used to be signage directing people to contact the police who could assist them.

d) Review of Memorial and Bequest Form: Postponed to June meeting.

e) Review Contact Information for the City Directory: Postponed to June meeting.

f) Review Space Repurchase Language in Oakwood Cemetery Fee Schedule: Postponed to June meeting.

g) Mower Replacement: Scott Zabel requested the city buy a new mower which the city pays ½ and the cemetery board pays ½. The total cost will be \$13,350.00, our cost will be \$6,675.00, it will be purchased at Modern Rental in Ripon, and it comes complete with a bagger. Sexton Drover noted that the other 2 mowers were replaced in the past couple years and should last 10-12 years, but if one is down for service they need 2 readily available. Seaman made a motion to pay for half the cost of the mower, second by Lichtfuss. The motion was carried by a voice vote.

8.) Sexton Report: Sexton Drover said flowers purchased through Heath Farms are coming tomorrow. The Boy Scouts put the flags up. Staff will be putting out the vinyl Veterans sign on the gates out front and cleaning the chapel as they're caught up on mowing.

9.) Adjourn: Erdmann made a motion to adjourn the meeting and Seaman provided the second. The motion was carried by voice vote. The meeting was adjourned at 7:25 p.m.

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