Cemetery Board Meeting Minutes
Tuesday, January 12, 2010 at 3:00 PM
Hall of Fame Room, City Hall, 381 E. Main Street, Stoughton, WI 53589

Members Present: Alderperson Sonny Swangstu, Finance Director Laurie Sullivan, Street Superintendent Karl Manthe, Dianne Anderson, Paul Olson and Mayor Jim Griffin

Absent & Excused: Oscar Forton

Guests: None

1. **Call to Order**: Meeting called to order by Manthe at 3:00 PM

2. **Approval of minutes from March 12, 2008:** Motion by Anderson, seconded by Swangstu to approve minutes. Motion carried 4-0.

3. **Review of Cemetery Fees:** Meitner Land Services notified the City that effective January 1, 2010 their fees would be raised for full burials -$445.00 and cremations -$200.00. Also costs for Saturdays - $100.00 more, Sundays, Holidays -$200.00 more. Custom work will be charged at $75.00/hr. Sullivan stated that currently the cemetery fund is in the negative by $18,000. **Motioned by Swangstu, seconded by Anderson to recommend to the Finance Committee to review the rate adjustments to raise the fees for the Cemetery as follows and then make a recommendation to the Common Council. Motion carried: 4-0**

	Current Costs:	2010 Costs:
Open/Close (full) Mon – Fri	$700.00	$800.00
Open/Close (full) Sat	$750.00	$850.00
Open/Close (full) Sun & Hol	$750.00	$900.00
Cremations Mon - Fri	$300.00	$600.00
Cremations Sat	$350.00	$750.00
Cremations Sun & Hol.	$350.00	$800.00
Cemetery Lots @ Wheeler Prairie	$350.00	$500.00

4. **Cemetery Policies and Rules:** *Paul Olson* brought up for discussion the rules at the two cemeteries – Riverside and Wheeler Prairie for the placement of headstones as there are more cremations that are being placed on top of full burials and the question of headstones comes up frequently. Mr. Olson's suggestion was to either put another name on the headstone already placed on the lot or a flat stone could be placed flush to the ground so the mowers could go over it. The committee felt it would be a good idea to have a policy in place. **Motion by Manthe, seconded by Olson, to recommend to Public Works Committee to draft a policy for the placement of additional headstones /markers to be flush with the ground. Motion carried 4-0.**

5. **Cemetery Perpetual Funds:** *Paul Olson* brought up a concern that we should know how much money is still in the perpetual care fund account as we no longer charge separately for this item. Each year urns and wreaths for particular graves are paid out of the cemetery fund. *Dianne Anderson* brought up that the companies who do this should give us a detail listing so we can verify their balances. Stoughton Garden Center did provide a list for urns, but we need one from Stoughton Floral for the wreaths. *Sullivan* will be checking into this matter and reporting back to the committee.

5. **Future Agenda Items:** Cemetery Landscaping Contract, Cemetery Perpetual Funds

Moved by Sullivan, seconded by Olson to adjourn meeting at 3:45 pm. Carried 4-0.

Respectfully submitted by Vickie Erdahl, staff member 1/13/10.

Riverside and Wheeler Prairie Cemeteries 2010 Price List

Opening and Closing (Full Burial) Monday thru Friday	$800.00
Opening and Closing (Full Burial) Saturday	$850.00
Opening and Closing (Full Burial) Sunday & Holiday	$900.00
Cremations Monday thru Friday	$600.00
Cremations Saturday	$750.00
Cremations Sunday & Holiday	$800.00
Cemetery Lots @ Wheeler Prairie	$500.00

Prices effective: 2/1/10 or when approved

Stoughton

STOUGHTON GARDEN CENTER, INC.

1471 HWY 51
STOUGHTON, WI 53589
PHONE: 608/873-9602

SHIP TO:147201
CITY OF STOUGHTON

CEMETERY URN ACCOUNT
STOUGHTON WI 53589

ITY OF STOUGHTON
CCOUNTS PAYABLE DEPT.
31 EAST MAIN STREET
TOUGHTON WI 53589

DOCUMENT NO.012776 PAGE 1 OF 2
DATE: 05/29/09 14:58
NANCY

NET 10TH
39-6005622

NE	ITEM #	QTY.	DESCRIPTION	EACH PRICE	MESSAGE	EXTENSION	TRANSACTION SUMMARY
	URNA	1	CEMETERY URN FILL STELLA BAILEY - RIVERSIDE CEMETERY	55.00		55.00	
	URNBC	1	CEMETERY URN FILL HERMAN COLLINS - RIVERSIDE CEMETERY	65.00		65.00	
	URNBC	1	CEMETERY URN FILL GEORGIA GOTH - RIVERSIDE CEMETERY	65.00		65.00	
	URNBC	1	CEMETERY URN FILL ANTON HALVERSON - RIVERSIDE CEMETERY	65.00		65.00	
	URNBC	1	CEMETERY URN FILL GEORGE & EMILY HOM - RIVERSIDE CEMETERY	65.00		65.00	
	URNBC	1	CEMETERY URN FILL NELLIE MCCOMB - RIVERSIDE CEMETERY	65.00		65.00	
	URNBC	1	CEMETERY URN FILL JESSE MOORE - RIVERSIDE CEMETERY	65.00		65.00	
	URNBC	1	CEMETERY URN FILL	65.00		65.00	

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INE	ITEM #	QTY.	DESCRIPTION	EACH PRICE	MESSAGE	EXTENSION	TRANSACTION SUMMARY
			DOROTHY & HARLAN NICHOLLS - RIVERSIDE				SUBTOTAL 575.00
	URNBC	1	CEMETERY URN FILL BEN WAITE - RIVERSIDE CEMETERY	65.00		65.00	CHARGE DUE 575.00

RECEIVED BY

1.5% INTEREST/MONTH ON PAST DUE ACCOUNTS
TERMS: NET 15 DAYS FROM INVOICE DATE.

Riverside Cemetery
~ Annual Plantings ~
(paid by Cemetery Association)

Type of Planting	Interred	Responsible party	2003 Costs		
Urn (filled)	Bailey, Stella	Stoughton Garden Center	$45.00		
Urn (filled)	Collins, Herman	Stoughton Garden Center	$55.00		
Urn (filled)	Goth, Georgia	Stoughton Garden Center	$55.00		
Urn (filled)	Halverson, Anton	Stoughton Garden Center	$55.00		
Urn (filled)	Ham, George & Emily	Stoughton Garden Center	$55.00		
Urn (filled)	McComb, Nellie	Stoughton Garden Center	$55.00		
Urn (filled)	Moore, Jessie	Stoughton Garden Center	$55.00		
Urn (filled)	Nicholls, Dorothy	Stoughton Garden Center	$55.00		
Urn (filled)	Wait, Ben	Stoughton Garden Center	$55.00		
				$485.00	
Fresh bouquet of flowers on grave	Bailey, Stella	Stoughton Floral	$25.00		
Fresh bouquet of flowers on grave	Bailey, Burnetta	Stoughton Floral	$25.00		
Fresh bouquet of flowers on grave	Bailey, Tennie	Stoughton Floral	$25.00		
Fresh bouquet of flowers on grave	Bailey, Bertha (Sandi)	Stoughton Floral	$25.00		
				$100.00	(Paid by Bailey Estate, as it was not settled at time of placement.)

* Urn filling used to be alternated each year between PS Flowers and Stoughton Garden Center. Since PS Flowers has gone out of business, Stoughton Garden Center will be the responsible party for urn filling.

Lutheran Cemetery Association 2010 Price List

❖ Opening and closing Monday thru Friday	$800.00
❖ Opening and closing Saturday	$900.00
❖ Opening and closing Sunday & Holidays	$1000.00
❖ Cremations Monday thru Friday	$650.00
❖ Cremations Saturday	$750.00
❖ Cremations Sunday & Holidays	$850.00

list from Paul 1/19/10