

Cemetery Committee Meeting Notes
Parish Conference Room
February 15, 2018, 5 pm

- A. Call to Order (Leon Breun)
- B. Opening Prayer (Leon Breun)
- C. Roll Call (Suzanne Streich)
 - Members Present: Leon Breun, Dave Wosmek, Phil Broman, Mark Pederson, Father Steve, Sandy Wussow, Suzanne Streich, Todd Wentworth, Steve Russell (Parish Council Liason)
 - Members Absent: Sue Luke, Paul Rehkamp– excused, Dean Logan – unexcused
- D. Agenda Approval (Leon Breun)
- E. Administrative Report (Fr. Steve) - none
- F. Financial Report (Todd Wentworth)
 - Reviewed statement of authorities
 - Leon will research a new quote for columbarium costs
- G. Old Business
 - 1. Inventory Report
 - a. Lots – 366 includes utility areas
 - b. Mausoleum Crypts - 59
 - c. Columbarium Niches - 61
 - 2. Cemetery Pricing Review (Leon Breun)
 - a. Reviewed fee schedule and verbiage – Todd will provide updates to Kathy
 - b. Updated verbiage and cost:
 - Installation of ring and vase if purchased after burial: updated verbiage and cost changed from \$100 to \$50
 - Cement base and installation for veteran’s plaque for grave: updated verbiage and cost changed from \$50 to \$250
 - c. Phil motioned to approve Fee Schedule, Suzanne seconded. Motion passed.
- H. New Business
 - 1. Kiosk Committee Update – Meeting 4/24 5:30pm (small conf room)
 - Committee: Suzanne, Sue, Father Steve
 - 2. Long Range Planning Committee
 - Leon setting up meeting
 - Adding Dave to this committee and removing Father

- Committee: Leon, Todd, Dave, Paul
3. Finance Committee – No committee
 - Todd will bring to committee meeting to review
 - Committee should provide budget details to Todd
 4. Maintenance Committee – Phil and Dave will set a date for meeting, determine a chair and next steps
 - Committee: Phil, Mark, Dave, Dean
 - Dirt and sand will be needed to raise/level/straighten monuments
 - Total of 350-400 which need to be fixed
 - Suggested to use volunteer list and go by row
 - Priority goes to those who have requested
 - Supervise 4-6 people, using volunteer list for assistance



5. Records Review (Entombed, Sold, Maps – Official vs. Committee vs Actual)
 - Suzanne will have master list completed by March meeting, with pending questions in notes on document
 - Goal is to have 1 list in Dropbox, process for audit TBD
6. Legal Rules and Regulations Sub Committee
 - Committee: Todd, Suzanne, Sandy, Dave
 - Subcommittee to review all rules and regulations and come up with a recommendation

I. Closing Prayer (Leon)

J. Adjourn

- Next meeting March 15, 2018, 5:30 pm, Leon will send out location with agenda